I. Item Description
   a) Item Title: Amend Handbook regarding service in the faculty evaluation model.
   b) Item Identification (Year-Month-Action number): 12130301
   c) Brief Description: Clarify the concept of service to focus more on community service and mission of UNCP.
   d) Type: □ Action ✔ Resolution □ Recommendation
   e) Initiated by: Faculty and Institutional Affairs Committee

II. Faculty Senate Action: ✔ approved □ not approved □ other date: 03/06/2013
   Senate Vote: 15 [ ] Yes 6 [ ] No 0 [ ] Abstain
   Comments: 
   Faculty Senate Chair Signature: [Signature] date 4/2/13
   Faculty Senate Secretary Signature: [Signature] date 3/27/13

III. Chancellor:
   Requested Action:
   □ For information □ Recognition of receipt ✔ For Action
   Chancellor Action:
   approved □ not approved 
   Unit/Person Responsible for implementation
   Comments: 

Chancellor signature: [Signature] date 4/16/13

Once finalized, copies will be returned to Special Assistant to the Chancellor who will scan and distribute electronically to: Chancellor, Provost, Chair of Faculty Senate, and Secretary of the Faculty Senate. The latter will post the Proposal/Recommendation/Resolution on the Faculty Senate Website.
Appendix G

Proposal to amend sections of the Faculty Handbook and Forms related to service in the faculty evaluation model.

Rationale: The current description of university service in the P&T section of the Handbook (p. 157) denotes “university service” as including service to the discipline and service to the community. This is confusing. FERS has attempted to provide clarification.

The guidelines for promotion to ranks on p. 158 (including promotion to assistant) already require university and community service. Since university service (right now) includes professional service in the P&T section, the changes FERS recommends do not increase service expectations but do clarify them.

We also need to be sure the Handbook is clear on these issues:

a) acceptable service venues
b) the mandate that service activities will make use of professional expertise
c) while an honorable endeavor, making financial contributions does not equal performing service for purposes of evaluation at UNCP.

There are also some changes made here that are “repeaters” that were approved in the past but the changes were never made in the Handbook (e.g., mention of minutes as expected routine documentation, documentation of only 3 years of work)

Finally, even leaving aside the subsuming of professional and community service under university service in the P&T section, the names of the service categories don’t match in the P&T section and the Faculty Evaluation Model section. They need to match.

Page 119 2012-2013 Handbook (Section 6: Faculty Evaluation)

Evaluation of Service

Though teaching is a fundamental responsibility, all full-time tenured and tenure-track faculty members are expected to have a balanced pattern of scholarship and service over the previous three years of employment at the University of North Carolina at Pembroke. Service receives an area weight of 10% to 40% in a faculty member’s evaluation unless an exception is granted in writing.

Service is divided into three categories: University service, professional service, and external and community service. In a given year, faculty members may apportion their service activities among these categories as they deem appropriate or in accordance with the needs of the University (e.g. required service to area public schools). Although a faculty member may choose to emphasize one or more areas of service, candidates for tenure and/or promotion should show some level of service in each of the three categories.

University service includes any University-related activities other than teaching and scholarship that promote the welfare of the University. Activities within and outside one’s academic department (academic advisement of students, mentoring, preparation of grant applications,
administrative activities associated with external grants and student activities, committee work and involvement in faculty governance, revision of curricula, preparation of accreditation reports, and similar voluntary activities not assigned as position responsibilities) are considered University service.

Collegiality (willingness and ability to cooperate with colleagues) may be considered relevant to evaluation of service. If so, assessment of collegiality should be based solely on the faculty member’s capacity to relate constructively to peers, including his or her impact on others’ work.

Professional service consists of activities that benefit a faculty member’s field of professional expertise. Professional service may include serving on professional committees and governing boards, serving as an officer in a professional organization, organizing and chairing sessions at professional meetings, and performing routine editing and reviewing. A professional activity for which remuneration is granted is evaluated as service only in cases where any compensation is very limited (e.g., expenses or a small honorarium).

External and Community service connotes activities that are (a) are charitable; and (b) are performed for the benefit of individuals or groups separate from the University and from the wider profession whether in a secular or non-secular context; and c) involve a commitment in time and use of professional expertise. Examples of community service might include participating on committees and governing boards; speaking to non-professional audiences about topics in one’s discipline; providing professional consultation to schools, civic organizations, and government agencies; or providing leadership on public matters related to the faculty member’s discipline. A community service activity for which remuneration is granted is evaluated as service only in cases where any compensation is very limited (e.g., expenses or a small honorarium).

University service is evaluated when possible by results: advisees graduated without major difficulties, grant applications completed, grants successfully administered, activities of student organizations, valuable contributions to a committee’s projects, completion of reports, gaining accreditation, and similar accomplishments. Listing committee membership as a form of service implies that one has fulfilled at least the basic responsibilities of membership. Professional service and external and community service are evaluated when possible by results: by the importance of contributions made, by how demanding activities were, and by how well objectives were achieved.

Appropriate materials that demonstrate service contributions commensurate with the area weight assigned must be used to document service. In general, letters of appreciation from organizers of service opportunities should be used as documentation only if they indicate an exceptional contribution. University service may be documented by materials such as lists of advisees, or advisement appointments, copies of reports or grants prepared, minutes of meetings and supporting statements by Department Chairs, committee chairs, or the Center Office for Sponsored Research and Programs. Professional service and external and community service may be documented by printed or widely distributed materials such as conference programs, flyers, or minutes of meetings, or by statements from chairs or presidents.

From Format for Evaluation Reports form. Located at http://www.unep.edu/aa/forms/ (FEM)

| SERVICE | Area weight (10% to 40%) |
A faculty member may work in any of the following categories in a given year.

a) University Service. Comment about on-campus service provided during the period, including activities such as academic advising, committee work, grant administration, consultations supporting the work of staff or faculty. Quality of service is very important (e.g., serving actively on a small number of committees is more valuable than serving minimally on many committees). Include comments on future plans for development in this area.

b) Professional service. Comment on the nature, scope, and effectiveness of service to the faculty member's profession. Include comments on future plans for development in this area.

c) External Community Service. Comment on the strengths and weaknesses of off-campus service during the period, including such activities as participation on professional committees and governing boards, providing professional consultation to schools, civic organizations, and government agencies, and providing leadership on public matters. Include comments on future plans for development in this area.


University Service

As a criterion for tenure and promotion, the concept of service includes but may will go beyond routine duties. Candidates should show evidence of participation and leadership in projects on and off the campus that contribute to advancing the mission of the University, service to one's discipline, and community involvement.

Page 158. 2012-2013 Handbook (Section 7: Tenure and Promotion Policies and Procedures)

Promotion Standards

Assistant Professor

It is generally recognized that promotion to the rank of Assistant Professor is based on potential. The following are required for promotion to Assistant Professor:
1. Unless there are extenuating circumstances, a terminal degree in the appropriate field;
2. Evidence of effectiveness in teaching;
3. Evidence of scholarship and professional growth;
4. Evidence of university, professional, and community service;
5. Essentially positive evaluations;
6. A minimum of three years experience in higher education, unless cumulative achievement deemed equivalent.

Associate Professor

It is generally recognized that promotion to the rank of Associate Professor is based upon both demonstrated performance and potential. The following are required for promotion to Associate Professor:
1. Unless there are extenuating circumstances, a terminal degree in the appropriate field;
2. Evidence of superior teaching;
3. Evidence of scholarship and professional growth;
4. Evidence of university, professional, and community service;
5. Essentially positive evaluations;
6. A minimum of seven years experience in higher education, unless cumulative achievement deemed equivalent;
7. A minimum of four years in rank of Assistant Professor at The University of North Carolina at Pembroke, unless cumulative achievement deemed equivalent.

Professor

It is generally recognized that promotion to the rank of Professor is based upon one’s having achieved professional and scholarly distinction. The following are required for promotion to Professor:
1. Unless there are extenuating circumstances, a terminal degree in the appropriate field;
2. Evidence of outstanding teaching;
3. Evidence of significant scholarship and professional growth
4. Evidence of university, professional, and community service;
5. Positive evaluations;
6. A minimum of ten years experience in higher education, unless cumulative achievement deemed equivalent
7. Five years in rank of Associate Professor at The University of North Carolina at Pembroke, unless cumulative achievement deemed equivalent.
8. Evidence of leadership in fulfilling collegiate responsibilities.

Early Tenure

1. Currently in a tenure-track position;
2. Documented evidence of exceptional teaching as determined by the department;
3. An exceptional record of scholarship. The circumstances and record of performance that make the case exceptional must be fully documented by the candidate and validated by the department. The fact that an applicant meets the performance criteria for tenure/promotion does not constitute an exceptional case for early tenure/promotion;
4. Documented evidence of exceptional service (university, professional, and external community) as determined by the department;
5. At least four years of full-time experience in teaching or librarianship at an accredited four-year college or university, including two years completed at UNC Pembroke; and
6. A letter from the Chair of the Department to the faculty member, the Dean, the Chair of the Promotion and Tenure Committee, and the Provost and Vice Chancellor for Academic Affairs acknowledging that the candidate meets the requirements in Criteria 1) and 5). This letter must be submitted by August 1.