

**The University of North Carolina at Pembroke**  
**Faculty Senate Agenda**  
 Wednesday, March 6, at 3:30 pm  
 213 Chavis University Center

Susan Cannata, Chair  
 Roger Guy, Secretary

Members of the Senate:

<b>To 2013</b>	<b>To 2014</b>	<b>To 2015</b>
<b>ART</b> Richard Gay	<b>ART</b> Adam Walls	<b>ART</b> June Power
<b>EDN</b> Betty Brown	<b>EDN</b> Jeff Bolles	<b>EDN</b> Marisa Scott
<b>LET</b> Robert Brown	<b>LET</b> Scott Hicks	<b>LET</b> Susan Cannata
<b>NSM</b> Leon Jernigan	<b>NSM</b> Jeremy Sellers	<b>NSM</b> Maria Pereira
<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth	<b>SBS</b> Mike Spivey
<b>At-Large</b> Roger Guy	<b>At-Large</b> Cherry Beasley	<b>At-Large</b> Judy Curtis
<b>At-Large</b> Sherry Edwards	<b>At-Large</b> Jonathan Maisonpierre	<b>At-Large</b> Jesse Peters
<b>At-Large</b> Jamie Litty	<b>At-Large</b> David Nikkel	<b>At-Large</b> Kim Sellers
<b>Chancellor</b> Kyle Carter <b>Provost and Vice Chancellor for Academic Affairs</b> Ken Kitts		

**Order of Business**

**A. Roll Call**

**B. Approval of Minutes:**

Approval of Minutes of the February 6 meeting

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**C. Adoption of Agenda**

**D. Reports from Administration**

1. Chancellor—Dr. Kyle Carter
2. Provost and Vice Chancellor for Academic Affairs—Dr. Ken Kitts

**E. Reports of Committees:**

1. Operations Committees
  - a. Executive Committee—Susan Cannata

- b. Committee on Committees & Elections—Scott Hicks
  - c. Faculty Governance Committee—Beverly Justice
  - d. Health, Safety, and Environment Committee—Ottis Murray
2. Standing Committees
- a. Academic Affairs Committee—Jesse Peters
    - i. Proposal from the Department of Mass Communication  
Switch positions of JRN 3010 and PRE 4200 in electives and requirements for the Public Relations minor. Approved by AAC 12-0-0 [Appendix B](#)
    - ii. Proposal from Department of Mass Communication  
  
Remove JRN 3010 from Public Relations major requirements and replace it with PRE 4200. Approved by AAC 12-0-0 [Appendix C](#)
    - iii. Add three new courses to QEP. Approved by AAC 12-0-0 [Appendix D](#)  
  
Academic Affairs Report: [Appendix E](#)
  - b. Faculty and Institutional Affairs Committee—Jonathan Maisonpierre
    - i. Proposal to revise the Faculty Leave Policy for Childbirth/Adoption  
[Appendix F](#)
    - ii. Proposal to amend sections of the Faculty Handbook and Forms related to service in the faculty evaluation model. [Appendix G](#)
    - iii. Proposal to revise the Dean’s Recommendation for Annual Salary Increase Form  
[Appendix H](#)
  - c. Student Affairs and Campus Life—Jamie Litty
  - d. Special Committees

**F. UNC Faculty Assembly Report: [Appendix I](#)**

**G. Teacher Education Committee: [Appendix J](#)**

**H. Graduate Council: [Appendix K](#)**

**I. Other Committees**

**J. Unfinished Business**

**K. New Business**

- 1. Closed Senate Session: Consideration of a candidate for an Honorary Degree (materials will be provided at the Senate meeting)

**L. Announcements**

**M. Adjournment**

## Appendix A

### The University of North Carolina at Pembroke Faculty Senate Minutes

Wednesday, February 6, at 3:30 pm  
213 Chavis University Center

Susan Cannata, Chair  
Roger Guy, Secretary

Members of the Senate:

To 2013	To 2014	To 2015
ART Richard Gay	ART Adam Walls	ART June Power
EDN Betty Brown	EDN Jeff Bolles	EDN Marisa Scott
LET Robert Brown	LET Scott Hicks	LET Susan Cannata
NSM Leon Jernigan	NSM Jeremy Sellers	NSM Maria Pereira
SBS Jack Spillan	SBS Victor Bahhouth	SBS Mike Spivey
At-Large Roger Guy	At-Large Cherry Beasley	At-Large Judy Curtis
At-Large Sherry Edwards	At-Large Jonathan Maisonpierre	At-Large Jesse Peters
At-Large Jamie Litty	At-Large David Nikkel	At-Large Kim Sellers
<b>Chancellor Kyle Carter</b> <b>Provost and Vice Chancellor for Academic Affairs Ken Kitts</b>		

**Members Present:** Jamie Litty, Jonathan Maisonpierre, Judy Curtis, Marisa Scot, Heather Sellers, Cherry Beasley, Betty Wells Brown, June Power, Kyle Carter, Ken Kitts, Jack Spillan, Victor Bahhouth, Sherry Edwards, Jeremy Sellers, Leon Jernigan, Mike Spivey, David Nikkel, Maria Pereira, Scott Hicks, Jesse Peters, Jeff Bolles, Richard Gay, Adam Walls, Robert Brown, Susan Cannata

**Members Absent:** Roger Guy

### Order of Business

A. Called to order at 3:30 and a moment of silence was held for the late Dr. Rohald Meneses.

**B. Approval of Minutes:**

Minutes of the December 5, 2012 meeting with minor corrections.  
Minutes of the January 30, 2013 Special Senate Meeting were approved

**C. Adoption of Agenda** (Approved)

#### **D. Reports from Administration**

1. Chancellor—Dr. Kyle Carter made comments on enrollment figures, such as strong numbers of upperclassmen, including a record senior class. Freshman classes are smaller; we had a slight drop in spring enrollment because of December graduation, as last year. The UNC-system schools are not being held harmless anymore for enrollment decline; there is no grace period to bounce back, therefore, our appropriation will be adjusted down by about a million dollars next fall. However, Admissions is anticipating approximately 1,100 new admits in the fall.

The Board of Governors meets on February 7 and will be approving a set of budget priorities that they will try to get into the current legislative session, such as additional money to focus on student success and relaxing requirements on residency for military personnel. The Board of Governors will be on campus in April.

UNCP has communicated ideas spoken at our forum to President Tom Ross (about the strategic plan), such as diversity of the institutions in the UNC system and objections to the “business model” apparent in the plan. Chancellors in the system have reservations about the perceived shift in higher education values that are apparent in the plan.

Today Dr. Carter and others attended a luncheon on campus that recognized UNCP faculty doing outstanding scholarship and service.

2. Provost and Vice Chancellor for Academic Affairs—Dr. Ken Kitts noted that a memorial service for Dr. Meneses is being planned with Sociology & Criminal Justice for the campus community.

Dr. Kitts said that roster verification numbers in Dr. Schaub’s e-mailed report are encouraging. Financial aid was able to be redistributed to increase aid packages for 54 students because of at least 16 students who were identified as not returning. Anecdotal information is such that professors saw record attendance numbers on the first day of class.

Reassigned-time program announced last week had mentioned that preference would be given to non-tenure-track faculty. Dr. Kitts said faculty should understand it in the context of the new 3/4 program that rolls out in the Fall. Since the tenured and tenure-track faculty now have wide access to a course release (indeed, Academic Affairs is expecting as much as a six-fold jump in reassigned time next fall), the administration wanted to create some opening for the non-tenure-track people who want to do scholarship/service to be able to get that. Decisions will be made on merits of a proposal.

#### **E. Reports of Committees:**

##### 1. Operations Committees

- a. Executive Committee—Susan Cannata said she continues, as Senate Chair, to have conversations with the chancellor on the issue of shared governance. He has begun a process of compiling a list of all committees on campus and the Senate Executive Committee has charged its standing committees to review their charges and that of their subcommittees. The Faculty Governance Committee had been asked to look at membership of Enrollment Management and Academic Support Services because of job changes of some *ex officio* members. This is now on hold as this parallel process of looking at committees goes on.

The promotion and tenure review committee has looked at models from other universities and is preparing a survey for UNCP faculty.

b. Committee on Committees & Elections—Scott Hicks administered the election of next year’s Senate Chair and Secretary by paper ballot after no nominations were made from the floor. On the ballot were Jesse Peters and Judy Curtis for Chair. Dr. Curtis was elected.

Roger Guy ran unopposed for Secretary after no nominations were made from the floor. He was elected by acclamation.

The appointment of Carol Higy (EDUC) to replace Joe Sciulli (EDUC) on the Faculty Development and Welfare Subcommittee was approved unanimously.

The committee is currently seeking faculty preferences for appointed committee positions and sent an e-mail this week.

c. Faculty Governance Committee—Beverly Justice **No report**

d. Health, Safety, and Environment Committee—Ottis Murray **No report**

## 2. Standing Committees

a. Academic Affairs Committee—Jesse Peters

- i. Proposal from the Department of Geology and Geography to create a degree track that extends student options for the Geo-Environmental Studies Major was approved unanimously.
- ii. A proposal from the Curriculum Subcommittee—to amend the language of both the Instructions for the Curriculum Change Form and Sections of the Handbook pertaining to the Curriculum Development and Revision Process—was approved unanimously.
- iii. Proposal from the Enrollment Management Subcommittee to amend the Repetition of Course Work Policy that will decrease the number of times a student may repeat a course from three to two (without the signature of the chair of the department offering the course and the appropriate dean.

Motion to remove sentence #2 did not pass 7-15-0

Original motion was approved 17-5-0

b. Faculty and Institutional Affairs Committee—

- i. Proposal to amend the application form for the James. F. Hubbard Faculty Award was approved 16-5-1 after some discussion of whether the entire \$20,000 should be endowed, which in theory could give out \$1,000 a year, which is the committee’s intent.

Jonathan Maisonpierre mentioned that FIAC is exploring different data management systems for storing faculty accomplishments data, and tomorrow is a public preview of one of them, as has been announced via e-mail.

c. Student Affairs and Campus Life—Jamie Litty mentioned the skateboarders’ safety topic that she observed being discussed at the Health, Safety & Environment Committee meeting earlier in the week. SACL will discuss the topic as well at its next meeting.

d. Special Committees

**F. UNC Faculty Assembly Report** (report attached to agenda)

**G. Teacher Education Committee** (report attached to agenda)

**H. Graduate Council** (report attached to agenda)

**I. Other Committees**

**J. Unfinished Business**

**K. New Business**

1. Summer Pay Policy

Discussion was largely a question and answer period about the specifics of the policy. Dr. Kitts noted that Summer 2012 enrollment was at its lowest since 2008 and Academic Affairs wants to minimize the disruption to students caused by last-minute cancellations. However, Dr. Kitts indicated that a professor will be able to cancel a class before registration even begins but also as late as May 1st, which is not written in the policy that was circulated. There were questions regarding the professor’s letter of intent to offer/commit to teaching a course, which have not been made available yet (such as, Can it be transferred to another faculty member willing to teach?). There were comments and questions about summer internships that faculty are not paid for that generate tuition credits in the summer. Complaints were made that such revenue will not be used to offset low-enrolled courses in a department, that the variable pay scale does not reflect actual labor for a course, whether it has only 6 students or exceeds 15 students, and that such a policy sets a bad precedent by using the number of students in class to determine faculty salary.

A motion to extend the meeting duration failed.

**L. Meeting was adjourned at 5 p.m.**

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## Appendix B

### Proposals from the Department of Mass Communication

**Program Proposal:** Switch positions of JRN 3010 and PRE 4200 in electives and requirements for the Public Relations minor.

**Rationale:** PRE4200 deals with crisis communication problems and issues. This current requirement (JRN3010) teaches students news writing conventions as a way to understand the organizations they will work with as PR professionals. This change refocuses the issues of dealing with news organizations through the lens of public relations. It will better prepare students for the problems they will encounter when they enter the work force as PR practitioners.

Dept vote: 7 for; 0 against; 0 abstain  
Affect others: No  
Departments affected and how:  
Affected Chair: Off  
Cross listing: No  
Articulation: No  
Additional Resources: no  
Additional Resources required:

Attached: Program Requirements

<b>Requirements for a Minor in Public Relations Communication</b>	<b>Sem. Hrs.</b>
Required Courses: MCM *2100, *2400; <del>JRN 3010</del> ; PRE 2200, 4070, 4200	15
Elective: 3 additional hours from the following: PRE 2700, JRN 3010, 3200, PRE 3450, 3500, 4090, 4150, <del>4200</del> , 4600	3
	<b>Total: 18</b>

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**Appendix C**

**Program Proposal:** Remove JRN 3010 from Public Relations major requirements and replace it with PRE 4200

**Rationale:** PRE 4200 deals with crisis communication problems and issues. This current requirement (JRN 3010) teaches students news writing conventions as a way to understand the organizations they will work with as PR professionals. This change refocuses the issues of dealing with news organizations through the lens of public relations. It will better prepare students for the problems they will encounter when they enter the work force as PR practitioners.

Dept vote: 7 for; 0 against; 0 abstain  
Affect others: No  
Departments affected and how:  
Affected Chair: Off  
Cross listing: No  
Articulation: No  
Additional Resources: no  
Additional Resources required:

Attached: Program Requirements  
BACHELOR OF SCIENCE IN MASS COMMUNICATION

Requirements for a Bachelor of Science Degree in Mass Communication (Broadcasting, Journalism, Public Relations)	Sem. Hrs.
Freshman Seminar	1
General Education Program	44
Core Major Courses: MCM 2100, 2400, 4050, 4130, 4360	15
Courses required for Track*	18-24
Electives	36-42
	Total: 120
Public Relations Track PRE 2200, <del>JRN 3010</del> , PRE 3500, 4070, 4090, 4200, 4600	Total: 18

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## Appendix D

### Proposal to add three new course to the QEP Program

#### THE WRITING INTENSIVE PROGRAM

The Writing Intensive Program is an initiative of the UNC Pembroke Quality Enhancement Plan. The goal of the program is to enhance the ability of students to write effectively and appropriately in both general writing and professional writing in their disciplines. The program consists of Writing Enriched courses and Writing in the Discipline courses. Writing Enriched courses are 2000- and 3000-level courses in which writing supplements the coverage of course content. It includes extensive and intensive instruction in writing. Writing in the Discipline courses are 3000- and 4000-level courses that are designed to teach students about the roles and uses of writing in their fields of study. As a requirement for graduation, students must complete nine semester credit hours of Writing Enriched and Writing in the Discipline courses. One course must be a Writing in the Discipline course.

The courses listed below are approved to be offered as Writing Enriched or Writing in the Discipline courses. When these courses appear with the designation WE (Writing Enriched) or WD (Writing in the Discipline) in the title of the course in the course schedule, they can be taken to satisfy the writing intensive graduation requirement. The completion of ENG 1050 is a prerequisite for all Writing Enhanced or Writing in the Discipline courses.

BIO 3510	Research Strategies—Writing in the Discipline
ECN 4080	Economic Development—Writing in the Discipline
MGT 4660	Business Policy—Writing in the Discipline

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## Appendix E

### Academic Affairs Report

### Academic Affairs Report Senate Meeting March 6, 2013

#### **Actions Requiring only AA Chair Signature**

1. **Proposals from the Department of Mass Communication**

1.1 **Course Proposal:** Revise prerequisites for BRD 2600

1.2 **Course Proposal:** Revise prerequisites for BRD 3600

1.3 **Course Proposal:** Revise prerequisites for BRD 4600

1.4 **Course Proposal:** Remove JRN 3010 as prerequisite for PRE 4070

1.5 **Course Proposal:** Make PRE 4070 a prerequisite for PRE 4600

2. **Proposal from the Department of Health, Physical Education, and Recreation**

**Course Proposal:** Change the title and course description of EXER 5030 from Management & Marketing of PE/Sport to Advanced Teaching Methodologies in Health/PE

Reaffirmed as a Revision and Approved 12-0-0

#### **Actions Requiring AA Approval only**

1. **Proposal from the Department of Management, Marketing, and International Business**

**Course Proposal:** Create MKT 4850 Marketing Internship      Approved 12-0-0

2. **Proposals from the Advising Center**

2.1 **Course Proposal:** Create FRS 1010 Learning Community      Approved 12-0-0

2.2 **Course Proposal:** Create TRS 1000 New Transfer Seminar      Approved 12-0-0

3. **Proposals from the Mary Livermore Library**

**Course Proposal:** Create LIB 1000 Introduction to Academic Research      Approved 12-0-0

4. **Proposals from the School of Business Entrepreneurship Program**

**Course Proposal:** Create ENTR 2200 Invention and New Products      Approved 12-0-0

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## Appendix F

Proposal originated in the Office of Academic Affairs

The original language is on p. 75 of the *2012-13 UNCP Faculty Handbook*, under the policy on “Leaves of Absence and Other Adjustments of Employment Obligations.”

Leave with pay **for one semester** will be considered for any of the following reasons:

- a) To exercise primary responsibility for the care of an infant **during the semester of birth OR in the following fall or spring academic semester.** ~~immediately after the birth.~~
- b) To exercise primary responsibility for the care of a child placed with the faculty member for adoption or foster care **during the semester of placement OR in the following fall or spring academic semester,** ~~provided the leave is taken immediately following the placement.~~
- c) To exercise primary responsibility for the care of the faculty member’s child, spouse, domestic partner,\* or parent when that child, spouse, domestic partner or parent has a serious health condition.
- d) Because the faculty member has a serious health condition and is unable to perform the essential functions of the position.

Final version reads as follows:

Leave with pay for one semester will be considered for any of the following reasons:

- a) To exercise primary responsibility for the care of an infant during the semester of birth OR in the following fall or spring academic semester.
- b) To exercise primary responsibility for the care of a child placed with the faculty member for adoption or foster care during the semester of placement OR in the following fall or spring academic semester.
- c) To exercise primary responsibility for the care of the faculty member’s child, spouse, domestic partner,\* or parent when that child, spouse, domestic partner or parent has a serious health condition.
- d) Because the faculty member has a serious health condition and is unable to perform the essential functions of the position.

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## 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 ~~External~~ **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~~ **professional expertise.** ~~An external~~ **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.uncp.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.

**Page 157. 2012-2013 Handbook (Section 7: Tenure and Promotion Policies and Procedures)**

**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.~~

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**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.

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**Appendix H**

**Proposal to revise the Dean’s Recommendation for Salary Increase Form.**

Rationale:

The merit increase categories on the chair salary form and the dean salary form need to be consistent. Also, there is no PEC or PEC report in an annual evaluation situation. Since there is only one report to the dean (that of the chair), there cannot be multiple rebuttals. The errors related to the PEC listing were deleted by Senate (via a proposal from FERS/FIAC) several years ago but the changes apparently were never made on the form so these latter changes are “repeaters.”

**Format for Dean’s Recommendation for Annual Salary Increase**

To: Provost and Vice Chancellor for Academic Affairs

Subject: Recommendation for Annual Salary Increase for  
\_\_\_\_\_

I have read the Chair’s Report, ~~the Peer Evaluation Committee’s Report~~ (and any rebuttals and other materials, if provided) ~~and have reviewed any other materials attached to those reports.~~

\_\_\_\_\_ I agree with the Chair’s recommendation.

\_\_\_\_\_ I do NOT agree with the Chair’s recommendation and recommend the following:

- \_\_\_\_\_ **High Plus Merit Salary Increase**
- \_\_\_\_\_ High Merit Salary Increase
- \_\_\_\_\_ Medium Merit Salary Increase
- \_\_\_\_\_ Low Merit Salary Increase
- \_\_\_\_\_ No Merit Salary Increase

Additional Comments (if necessary):

\_\_\_\_\_  
Signature, Dean of the College/School of \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Faculty Member (if needed)

\_\_\_\_\_  
Date

Attachments: Chair’s Report  
Rebuttals (if any)

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## Appendix I

### Faculty Assembly Meeting - February 22, 2013 Submitted by Mario Paparozzi and Sara Simmons

President Ross:

#### *Update on the Strategic Plan next steps, legislative issues.*

- Strategic plan adopted.
- Intends to use strategic plan as legislative process unfolds.
- The plan will clarify for legislators what the goals are, what investments are needed, and what the return on tax dollars will be.
- Emphasis is on return on investment in the UNC system.
- Many legislators are new, and there is much uncertainty about what next year's budget will look like. Rumors are that there will be a 5% budget cut and that the UNC system will receive a disproportionate share of the budget cuts.
- The strategic plan contains some items that will require change.
- Efficiency with regard to class section size will be examined. Such an examination will always pay attention to quality. As well, it is recognized that there are physical limitations to increasing classroom size.
- Given limited capital construction funds, the immediate focus is on procurement of funds for repair and renovation.
- The UNC system has retained control over implementation of the plan.
- Action steps for each aspect of implementing the strategic plan have been identified. There are over 100 action steps identified at the moment.
- Funds needed for implementation of action steps are being determined and implementation of many of the action steps will be contingent on allocation of funds.
- A faculty oversight committee will be created for the purpose of providing consultation, advice, and input to UNC-GA with regard to implementation of the strategic plan. The Faculty Assembly chair will appoint people to serve on the oversight committee, and the Faculty Assembly will vote on the recommendations.
- Mario Paparozzi, UNCP Delegate, was selected to serve on the **Faculty Advisory Committee on Strategic Directions Implementation**.
- Need to identify expected learning outcomes and develop mechanisms for assessment of these outcomes through a process that involves faculty.

Suzanne Ortega, VP Academic Affairs

#### *Status of the CAA, plans for hitting attainment goals; and programs reviews/discontinuations.*

- Educational policy pieces are under study - Comprehensive Articulation Agreement (CAA):
- Current is 15 years old and it needs updating.
- General education requirements have gradually changed over the past 15 years.
- Examine how courses can be better aligned with regard to course content, learning, outcome, etc. - are courses truly equivalent?

- AA meets system wide lower division courses at the four year school.
- Minimum GPA of 2.0 qualifies for admission in a UNC school (not all).
- The review of CAA will include faculty from across the system and through various disciplines. Recommendations for any changes in curriculum will be brought back to campuses for feedback.
- The 44 hour general education core - completion of this core affirms that students have met the lower level general education requirements of a four year UNC school.
- Is it possible to identify and agree on a 30 hour core that meets 30 hours of general education requirements (but not all) at a four year UNC school. If a 30 hour core can be developed, the 44 hour core requirement would still be retained. A 30 hour core requirement would provide another option for students who transfer to a four year UNC school without having completed an AA.

Karrie Dixon, Senior Associate Vice President for Academic and Student Affairs

***Pipeline issues, GearUP NC.***

- Renewed emphasis on student success.
- Paying closer attention to transfer student success.
- Campus safety is an issue. A student suspension and expulsion database is now maintained.
- Karrie works with campuses if a student affairs related issue is brought to the attention of GA. This includes things like financial aid, student behavioral issues, student success, etc.
- Gaining Early Education and Readiness (GearUP): focus on the pipeline into the UNC system. This is a federal grant that targets efforts to enhance student readiness for college. North Carolina will work with 11 school districts - 25 middle schools and 21 high schools. Services provided include things like: tutoring; academic support; professional development for teachers; financial aid counseling; and college visits for students and parents.

Resolution

- The Faculty Assembly passed a resolution to increase the Board of Governors for Excellence in Teaching stipend to \$12,000 for each recipient.

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## Appendix J

### Teacher Education Committee Meeting Minutes January 9, 2013 3:30 p.m., room 1106, Jones Athletic Building

#### “Preparing professional educators who are committed, collaborative, and competent.”

**TEC Members Present:** V. Austin, S. Averette, S. Billingsley, B. Brown, A. Bryant, T. Buda, P. Faulk, D. Feikma, K. Ficklin, V. Ford, K. Granger, R. Hagevik, A. Horton-Lopez, M. Klinikowski, R. Ladd, T. Lightfoot, Z. Locklear, J. Lucas, L. Mabe, K. McClanahan, V. Newkirk, J. Rivera, D. Scruton, S. Simmons, K. Stanley, J. Warren; **Staff:** A. Opata, O. Locklear, B. Winters; **Guests:** I. Aiken for Bill Gash, D. Bonneau for Marisa Scott

1. **Call to order/Introductions:** The meeting was called to order by Dr. Zoe Locklear, chair, at 3:35 p.m. Ms. Sherry Hunt was recognized as the note taker for Courtney Brayboy. Dr. Betty Brown was introduced as the Interim Coordinator for the Birth-Kindergarten Program. Ms. Odalis Locklear was introduced as the new TEC representative for the Teacher Recruitment Office.
2. **Approval of the minutes:** The minutes of the November 14, 2012 TEC meeting were approved as presented.
3. **Good News:**
  - a. Number of Fall 2012 graduates who are employed in teaching positions – Based on informal feedback, it appears as if the majority of the fall graduates have now been employed as teachers in area schools.
  - b. 80+ spring semester interns – As of today’s date, there are 78 undergraduate and MAT interns.
4. **Curriculum proposals:** None
5. **Action items:**
  - a. **Admission into the Teacher Education Program – Ms. Aku Opata:** The list of students for admission into the Teacher Education Program was approved as presented.
  - b. **Admission into the Professional Semester – Dr. Bryan Winters:** Following one clarifying comment by Dr. Tulla Lightfoot, the list of students for admission into the Professional Semester was approved as presented.
8. **b. Subcommittee Report - (Note:** This order of this item was moved due to Ms. Granger’s illness.) Professional Studies - Ms. Karen Granger, chair - Update on work of EPC Departmental Committee: Ms. Granger shared a document listing the current 7 EPC courses along with potential curriculum changes to these courses. Dr. Sara Simmons encouraged the TEC and program coordinators to make needed changes to these courses being mindful of the timeline working toward the fall 2015 accreditation visit. Dr. Ladd encouraged program coordinators and others to protect or maintain essential artifacts in light of changes. Ms. Klinikowski stated that needed edits can be made in Taskstream to accommodate any programmatic changes.

## 6. Report from the Office of University-School Partnerships – Dr. Bryan Winters

- a. Printing of spring edition 2012-13 Internship Handbook: The handbook is currently being reviewed and will soon go to print. All changes should be submitted as soon as possible. Once finalized, a copy will be placed on the TEC Blackboard site.
  - b. Spring 2013 seminars – current changes and additions: A seminar on School Safety was added and was presented by Mr. Travis Bryant, UNCP Safety Office, and Drs. Angela McDonald, Jeff Warren, and Mark Schwarze, Counseling Programs. The Certification of Teaching Capacity was expanded, the Teaching Children of Poverty was shortened to one-half day to accommodate moving the Topics in Special Education earlier in the semester. The Counseling Programs faculty members are available for class/program presentations. Copies of the fall 2012 and spring 2013 Internship Calendars were distributed.
  - c. Suggestions for final week seminars: Please submit ideas for additional seminars that can be offered during the final week of the semester to Dr. Winters or Dr. Locklear.
  - d. Clinical teacher orientation sessions: The dates, times, and locations were announced. The schedule will include presentations by Dr. Winters (internship policies), Ms. Sandy Arteaga (observation and evaluation instruments), and Ms. Kelly Ficklin (Teacher Candidate Work Sample).
  - e. Early field experience placements – current status: Registration ends Friday, January 11. The placement report will be sent to the LEAs the following week. Instructors will be notified as placements are cleared. Approximately 500 students are being assigned to early field placements.
  - f. Other: For the first time, UNCP will host the February meeting of the regional Personnel Administrators of NC (PANC) on February 1 in the Chavis Center. Dr. Val Ford asked a clarifying question regarding field experience hours. The Field Experience Subcommittee is currently reviewing hours. Dr. Locklear commented that she anticipates the requirement for criminal background checks to be moved to students prior to their completing any field experiences, not just the internship. Most of the partnership districts require a criminal background check and local Board approval for all students prior to entering the district for field experiences.
7. **NCATE/Accreditation Report:** Dr. Roger Ladd reported that he is currently reviewing processes and policies as to what is being done and what needs to be done. He will be contacting the graduate program directors regarding the assessment system. At this time, program level reporting that will be required by DPI is uncertain.

## 8. Subcommittee Reports continued:

- a. Evaluation Oversight - Ms. Mary Klinikowski, chair  
**Taskstream Items:**
  - (1) Taskstream Requirements for UNCP Students, Spring 2013: This document was updated and emailed to the TEC members, dated January 4. This week, during the internship orientation week, few questions have been raised by the spring 2013 interns relative to Taskstream.
  - (2) UNCP Taskstream Self-enrollment codes by Program, Spring 2013: This information was emailed to the TEC members, dated January 4.
  - (3) CTC Final Evaluation Process - Long Form and Short Form: The changed forms were approved by the TEC at the November meeting, but a request was made for larger

- comment boxes. Edits are being made to the long form to accommodate all requests for larger boxes for writing comments, portrait vs. landscape formatting, and paper size.
- (4) See Mary K. to update any drfs that need work.

**Evaluation Oversight Items:**

- (1) New Internship “Exit” or “Final” Survey: In December 2012, a revised survey was distributed to the fall interns. The form included 4 parts or sections. Copies of all 4 parts were distributed and sample questions were referenced. Ms. Klinikowski shared sample comments. All of the results will be provided to the TEC. In review of the questions that were asked, it is obvious that all of the questions are not appropriate for MAT interns because they don’t take the same courses as the undergraduates. Additional changes will be made to the spring exit survey. Please send suggestions to Ms. Klinikowski.
- (2) Issue – The seminar evaluation completion rate must be increased. Dr. Locklear will ask the program coordinators to help make sure the interns are completing the seminar evaluations.
- (3) Reminder - need feedback from TEC members as to additional forms, handbooks, procedures, policies, etc. that need modification.

**Teacher Candidate Work Sample (TCWS) Manual Items:**

1. TCWS Spring 3013 drf: The unit elements and assessments are now separated out. The analytic and holistic rubrics are available and are now in Taskstream.
  2. The TCWS Manual is being updated, new edition soon to be ready.
- b. Professional Studies - Ms. Karen Granger, chair: Update on work of EPC Departmental Committee (Note: This item was moved to earlier in the meeting.)
- c. Distance Education - none
- d. Field Experience - Dr. Jose Rivera, chair, reported that the committee is looking at policies from other universities regarding field placements outside their immediate service/partnership region.
- e. Hearing Appeals – Ms. Kelly Ficklin, chair, reported that the Dean, along with respective program coordinators, approved 8 student appeals as permitted by current TEC policy. As such, these appeals were not required to proceed to the Hearing Appeals Board. The Hearing Appeals Board met in December and approved one appeal regarding Admission into the Teacher Education Program.
- f. Long-Range Planning – none
- g. Policy Review – Dr. Kay McClanahan, chair - none
- h. Student Input – Dr. Denny Scruton, chair - none
- i. Technology – Dr. Tulla Lightfoot, chair: Ms. Mary Ash is now a member of the Technology Subcommittee. The committee met in December and is working on a faculty technology survey. A representative from SmartBoard may soon provide a workshop and Drs. Hagevik and Falls are preparing an iPad workshop.

**9. Report from the Office of Teacher Recruitment – Ms. Odalis Locklear**

- a. The Transfer Open House on January 5 was very successful. Six students preregistered but 19 students attended the event. Ms. Locklear stressed the importance of having faculty representation from all departments to help with the advisement.

**10. Report from the Office of Teacher Education/Dean's Office – Dr. Zoe Locklear**

- a. Dr. Locklear will send emails regarding the need to establish Middle Grades Internship and Seminar courses for each program/licensure area.
- b. To date, a number of requests for technology and travel support from the DETE funding have been received. Dr. Locklear plans to send another email asking for additional requests and interest in developing online/hybrid courses.
- c. Information regarding the new federal Report Card was presented at today's SBE meeting. The data in this report is being tracked and cleared by Ms. Aku Oyata, Licensure Office.
- d. Program Approval Grid – Dr. Locklear shared a copy of the December 19, 2012 email from Dr. Rachel McBroom, Department of Public Instruction, noting the corrected Approved Teacher Education Programs/licensure areas for UNCP. Dr. Locklear will forward this email to all program coordinators and directors asking for verification that the areas listed are correct and no areas have been omitted.
- e. SBE approved New Tests for Elementary and Special Education: General Curriculum (effective July 1, 2014): Dr. Locklear shared a copy of the December 8, 2012 email from Dr. Rachel McBroom, Department of Public Instruction, noting the action taken by the State Board of Education at its December meeting to approve these new tests. This action may result in new reading course requirements for Elementary and Special Education majors.
- f. SBE Policies Regarding Licensure Renewal Requirements (effective November 3, 2011): Dr. Locklear shared a copy of the Twenty-first Century Professionals Licensure State Board of Education policy, TCP-A-005, titled "Policies Regarding Renewal Requirements" (current policy date: 11/03/2011). This change in the licensure renewal policy now requires that "renewal or reinstatement of a license shall be based on 7.5 units of renewal credit" and eliminates renewal credit for teaching experience.
- g. Dr. Locklear and Dr. Winters will host the Regional Personnel Administrators of NC (PANC) February meeting on February 1 in UC 213. The meeting is open to all interested faculty and staff.
- h. A Curriculum Lab Committee has been formed with Dr. Val Ford as chair. Committee members include Dr. Betty Brown, Dr. Lisa Mitchell, and Ms. Amy Oxendine. Tentative plans include adding a Praxis Support Center.
- i. Other – none

**11. Announcements:** none

**12. Information/Handouts:** Dr. Locklear distributed a list of the current members on the TEC listserv. TEC members should contact Dr. Locklear if they want additional people added to the list.

**13. Adjournment:** The meeting was adjourned at 5:13 p.m.

Respectively submitted,  
Sherry Hunt for Courtney Brayboy

**Next meeting: Wednesday, February 13, 3:30 p.m., room 1106, Jones Athletic Building**

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## Appendix K

### Faculty Senate Meeting March 6, 2013 Report from Graduate Council

*Respectfully submitted by Dr. William Gash, Interim Dean of the School of Graduate Studies*

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Below are highlights from Graduate Council's February 18, 2013 meeting.

#### Graduate Faculty

The Council approved three graduate faculty members: one for full status and two for adjunct status.

#### Graduate School Regulations

The Council clarified the following Graduate School regulation change (addressed in January):

##### Withdrawal:

Graduate students may withdraw from courses as needed, without penalty. *Previously, graduate students were dismissed from their program and Graduate School after a fourth withdrawal.*

#### Graduate School Announcements

- UNC Board of Governors approved UNCP's proposal for a Master of Science in Nursing degree.
- UNCP's Clinical Mental Health Program and the Professional School Counseling Program have earned accreditation from the Council for Accreditation of Counseling and Related Education Programs.

#### Important Events:

- **Graduate Research Poster Session:** Monday, March 25, 2013. 5:30-7:00 pm, UC Annex.
- **Graduate Studies Open House:** Monday, March 25, 2013. 5:30-7:00 pm, UC Annex (held in conjunction with the Poster Session). PLEASE encourage people you know to attend. Program Directors and students in the programs will be present to talk with potential students.

Future 2012-2013 Graduate Council meetings will occur at 3:00 pm March 18 and April 15 in UC 251.

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\*\*Any assistance faculty can provide with graduate recruitment and maintenance is greatly appreciated. Contact us with ideas or suggestions.

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