

*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  
March 3, 2020 3:30PM  
UC 251

Members in attendance:

Youngsuk Chae (Letters to 2020), Chiuchu (Melody) Chuang (Education to 2021), Richard Kang (SBS to 2020), Jessica Dupuis (ARTS to 2021), Rachel Smith (Chair, NSM to 2021), Jonathan Ricks (CHS to 2021)

Members not in attendance:

Misty Stone (At large to 2020)

- I. The meeting was called to order at 3:31pm
- II. The agenda was adopted as circulated.
- III. Minutes from the February 4, 2020 meeting were approved as circulated

V. Chair Report

The Chair updated the subcommittee members on the discussion at FIAC on the motions passed at the previous FERS meeting and the final language which was passed.

Motion language which passed FIAC:

Annual Chair's Evaluation Report

This report should conform to the general guidelines of the Format for Evaluation Reports, with the addition of: (1) a narrative synthesis of the faculty member's overall performance, (2) an overall rating of the faculty member using the Standard Performance Rating Scale, (3) a candid assessment of whether or not the faculty member being evaluated is making sufficient progress towards promotion and tenure in each area: teaching, scholarship, and service (with suggestions for improvement where warranted) and (34) a signature section for the Department Chair and faculty member being evaluated.

VI. Old Business

- A. Continuation of discussion of revision of language in Handbook to address electronic submission and review of evaluation materials (Appendix A)  
Subcommittee members reviews the suggested language to address the adoption of an online evaluation portfolio system. The final language was passed 5 for -0 against-0 abstentions.
- B. Student evaluation procedures/guidelines need to be made independent of mode of delivery (online vs. face-to-face). (Appendix B)

The subcommittee members reviewed and revised the language proposed on the agenda and passed the final language 5 for -0 against -0 abstain.

VII. New Business

The subcommittee discussed which items should be our focus at the April FERS meeting. It was decided that the subcommittee will focus on revising the annual evaluation calendar to ensure that SEI's are available prior to the submission of annual reports.

VII. Announcements: Next meeting April 7<sup>th</sup> at 3:30pm

VIII. The meeting was adjourned at 4:49pm.

## Appendix A

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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; copies of reports or grants prepared; and supporting statements by Department Chairs, committee chairs, or the Office for Sponsored Research and Programs. Professional service and community service may be documented by ~~printed or widely distributed~~ materials such as conference programs, flyers, or by statements from chairs or presidents. Self-evaluations submitted for any type of evaluation should tie the faculty member's service work to the service Disciplinary Statements adopted by the faculty member's home department.

### Annual Dean's Evaluation Report

After reviewing the materials the Department Chairs submit and any rebuttal submitted by the faculty member, the Dean of the relevant college or school will complete the Dean's Recommendation for Annual Salary Increase form for each faculty member. Within three days, each faculty member will sign the Dean's Recommendation, acknowledging having seen it but not necessarily agreement with it. ~~The faculty member will retain one copy of the signed Dean's Recommendation.~~ The Dean will then ~~forward~~ **make** the recommendation and the materials submitted by the Department Chair **available** to the Provost and Vice Chancellor for Academic Affairs.

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The following material must be submitted by the faculty member **to the electronic portfolio system in a three ring binder divided into nine sections labeled with headings.**

1. ~~A copy of t~~The completed Peer Evaluation Committee Nomination Form
2. A current Curriculum Vitae
3. An Expanded Self Evaluation Report covering the full period under consideration.
4. ~~A copy of t~~The departmental Disciplinary Statements to be used in the evaluation. If the faculty member has previously elected to be evaluated under an older set of statements and is still within the selected grace period, ~~a copy of~~ the faculty member's letter to his or her Department Chair should be included as well. (See section entitled, "Disciplinary Statements.")
5. ~~Copies of s~~Signed Department Chair's Annual Evaluations received since the last successful major evaluation.
6. Student Evaluation Reports for the full period under consideration (Include the quantitative summary of ratings and transcripts of student comments.)
7. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests, student work, etc.) for one General Education course (if applicable), one upper division course (if applicable), and one graduate course (if applicable).
8. Documentation of scholarship and other professional activity in the faculty member's discipline: Include conference papers/posters, publications, reviews, books, creative work, recordings, programs, conferences attended, etc. with specific dates.
9. Documentation of service: Include relevant materials that illustrate contributions in the areas of University, professional, and community service.

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The Department Chair obtains the completed Peer Evaluation Committee Nomination Form from the candidate (forms available at the website for the Office of Academic Affairs at <https://www.uncp.edu/resources/academic-affairs/academic-affairs-forms>).

By September 7, the Department Chair must ~~notify~~~~send a letter notifying~~ Peer Evaluation Committee members of their appointment, and the time and date of an initial meeting, with copies to the candidate, the Dean, and the Provost and Vice Chancellor for Academic Affairs. ~~The Department Chair will submit make the candidate's materials available to the Peer Evaluation Committee.~~

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The Department Chair provides the faculty member with ~~two completed, signed, and dated copies of~~ the Chair's Evaluation Report, including a completed Tenure, Promotion, and Renewal Form, for the faculty member's review and signature. The Department Chair at that time conducts a conference with the faculty member to explain the report, receive feedback, and discuss future directions. Finally, within three days of the conference the Department Chair obtains the signature of the faculty member ~~on one set of copies that becomes part of the Department Chair's full report.~~ When a faculty member signs and returns any evaluation report, such action shall indicate merely that the faculty member acknowledges being apprised of its contents, not that he or she agrees with it. The Chair's Evaluation Report is forwarded to the Dean of the relevant school or college by November 8.

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The Dean will then forward his or her report, by December 15, with attached materials (Chair's report, Peer Evaluation Committee's report, rebuttals, and the candidate's materials), to the Promotion and Tenure Committee, ~~via the Office for Academic Affairs.~~ In the event that the Dean's recommendation does not agree either with that of the Department Chair or of the Peer Evaluation Committee, the Dean shall justify that decision with appropriate comments on the Dean's Report for Tenure/Promotion form. The faculty member shall have the right to rebut comments made on the Dean's Report form; such rebuttal shall be submitted to the Promotion and Tenure Committee via the Office of Academic Affairs.

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The Provost and Vice Chancellor submits a final recommendation to the Chancellor no later than May 1, accompanied by all of the evaluation materials received, and at the same time, sends the candidate under consideration for promotion or tenure an unelaborated statement of this recommendation. The Provost and Vice Chancellor for Academic Affairs is responsible for informing the candidate of the final action taken by the Chancellor, the vote of the Promotion and Tenure Committee, and any additional details that are deemed beneficial to a consistent and equitable evaluation process. ~~The Provost and Vice Chancellor for Academic Affairs will return the candidate's materials to him or her at the conclusion of the evaluation process.~~

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### **Procedures for Contract Renewal Evaluations and Advisory Evaluations of Untenured Tenure-Track Faculty**

Tenure-track faculty members receive a comprehensive contract renewal evaluation in their first year of employment at the University according to the Calendar found below. In subsequent years, a major evaluation for untenured faculty is optional at the discretion of the faculty member or Department Chair. These evaluations, if initiated by the Department Chair, may be for cause or, at the discretion of either the faculty member or Chair, may be advisory in nature. Peer evaluations of visiting faculty are at the option of the Department Chair, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs.

The procedures for these evaluations generally follow the procedures specified for tenure and/or promotion. Faculty members undergoing contract renewal evaluations are to collect student evaluations of their courses. Observation of teaching by the Department Chair and by members of the Peer Evaluation Committee is even more important to the evaluation process.

The faculty member being evaluated for an initial contract renewal must submit the materials listed below ~~to the electronic portfolio system in a three-ring binder divided into eight sections labeled with headings.~~

Portfolios submitted for contract renewal evaluations subsequent to the initial probationary evaluation should also include ~~a section for~~ copies of signed Department Chair annual evaluations.

1. ~~A copy of t~~The completed Peer Evaluation Nomination Form
2. A current Curriculum Vitae
3. A Self Evaluation Report
4. ~~A copy of t~~The Disciplinary Statements in effect for the faculty member's department.
5. Student Evaluation Reports for all courses evaluated during the evaluation period. In case of a one-year contract renewal, the Department Chair will provide these reports to the Peer Evaluation Committee by the Department Chair as the evaluation period begins before the end of the first semester. (See Calendar below).
6. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests, student work, etc.) for one General Education course (if applicable), one upper division course (if applicable), and one graduate course (if applicable).
7. Documentation of scholarship and other professional activity in the faculty member's discipline: Include conference papers/posters, publications, reviews, books, creative work, recordings, programs, conferences attended, copies of works in progress.
8. Documentation of service: Include relevant materials that illustrate significant contributions.

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#### **The Dean of the Faculty Member's School or College**

The Dean will review the reports from the Chair and from the Peer Evaluation Committee as well as supporting materials and any rebuttals. The Dean will assess the performance of the faculty member based on the materials presented and will complete the Dean's Report using the Format for Dean's Report for Post-Tenure Review. The Dean will ~~give~~ ~~make available to~~ the faculty member a copy of the Dean's report and ~~submit~~ ~~share~~ that report, with all attached materials, to the Provost and Vice Chancellor for Academic Affairs.

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The faculty member undergoing this cumulative post-tenure review process will be given ~~two completed, signed, and dated copies of~~ ~~access to~~ each of these reports (the Peer Evaluation Committee's report and the Department Chair's report). Within three days, the faculty member being evaluated returns one copy that has been signed and dated. This signature indicates merely that the faculty member acknowledges being apprised of its contents, not that he/she agrees with it. In all cases, the faculty member being reviewed may submit a rebuttal to the Dean within ten business days of having received these reports. The respective Chair (Peer Evaluation Committee or Department) submits these two reports to the Dean of the faculty member's school or college.

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November 5: ~~Two copies of~~ the PEC report, including any minority report, and ~~two copies of~~ the Department Chair's report are due to the faculty member by this date. The Department Chair and PEC chair confer separately with the faculty member.

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December 1: Dean's Evaluation Report for Promotion and Tenure: The Dean will prepare and sign ~~two copies of~~ the Dean's Evaluation Report for each faculty member in his or her school or college being considered for promotion or tenure. These reports must be delivered to faculty members under review by this date.

December 15: Dean ~~forwards~~ ~~submits~~ the Dean's report, Chair's report, PEC report (including any minority reports and rebuttals), and the candidate's materials to the Promotion

and Tenure Committee (PTC) ~~via the Office of Academic Affairs.~~

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January 15: Submission of Materials: The faculty member ~~submits~~ ~~presents the Department Chair~~ ~~with a binder containing~~ the documents required, including the fall semester Student Evaluation of Instruction reports, an abbreviated self-evaluation, and Peer Evaluation Committee (PEC) Nomination Form ~~to the electronic portfolio system.~~

March 10: PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the Tenure, Promotion and Renewal Form is completed. The PEC transmits ~~two copies of~~ its report to the faculty member.

March 10: Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form. The Department Chair then transmits ~~two copies of~~ his or her report to, and confers with, the faculty member.

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November 5: ~~Two copies of the~~ PEC's Report for Post-Tenure Review ~~are~~ ~~is~~ transmitted to the faculty member.

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November 6 ~~Two copies of the~~ Chair's Report for Post-Tenure Review ~~are~~ ~~is~~ transmitted to the faculty member.

## Appendix B

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### Student Evaluations of Instruction

All teaching faculty (full- and part-time faculty, Department Chairs, and administrators who teach) are evaluated by students using the Student Evaluation of Instruction Form. Although student evaluations by themselves do not provide sufficient information to validly judge a faculty member's performance as a teacher, they do contribute to the overall faculty evaluation process. The data are summarized in a Student Evaluation Report.

Full-time faculty, teaching graduate or undergraduate courses, are evaluated during one semester of each academic year and part-time faculty are evaluated each semester. The Senate of the Student Government Association and the Faculty Senate must approve the Student Evaluation of Instruction Form. A department may add up to five supplementary items or scales to this form without approval from the Senate. Alternatively, a department may develop a substitute Student Evaluation of Instruction Form in lieu of the general form. The Senate of the Student Government Association and the Faculty Senate must approve any alternate forms.

Complete schedules and instructions for conducting student evaluations of instruction are available at the Academic Affairs website; however, instructors being evaluated by students must employ the following evaluation procedures.

~~First, the class is to select a student who will distribute the forms, collect the completed forms, place them in an envelope, and return the sealed envelope to the department secretary. Second, the faculty member must be absent from class not be present while the evaluations are completed. Third, the faculty member being evaluated must not have access to tabulate the student evaluations and. Fourth, the faculty member must not receive any report on his or her their evaluations until grades for the current semester have been submitted; verbatim evaluation statements will be transcribed when possible.~~ Faculty members are encouraged to ~~conduct student evaluations at the beginning of a class session, to allow students~~ adequate time to complete the ~~m~~ evaluation.

Student evaluation of graduate instruction follows the same procedures as in undergraduate instruction using the Student Evaluation of Instruction instrument. In addition, graduate courses are evaluated using the Graduate Course Analysis form following procedures approved by the Graduate Council and the Faculty Senate. These procedures can be found in the Graduate Faculty Handbook. Data from the analysis of graduate courses are not used in faculty evaluation but instead are used for program improvement and accreditation purposes.

All first-year faculty are to be evaluated by students in both fall and spring semesters. Other faculty members are to be evaluated once a year on the following schedule:

Academic years that begin in odd-numbered years (e.g., fall, 2011-spring, 2012)

Faculty whose last names begin A - M are evaluated in the fall semester

Faculty whose last names begin N - Z are evaluated in the spring semester

Academic years that begin in even-numbered years (e.g., fall, 2012-spring, 2013)

Faculty whose last names begin N - Z are evaluated in the fall semester

Faculty whose last names begin A - M are evaluated in the spring semester

A quantitative summary of the ratings in each course is ~~prepared~~ made available as soon as possible, and transcripts of ~~handwritten~~ student comments are prepared when possible. ~~The faculty member being evaluated must not prepare the quantitative summary or the transcript of comments.~~ The Department Chair must retain the raw Student Evaluation of Instruction Forms for as long as these may be required for future evaluation reviews. After grades have been submitted, the faculty member receives copies of the quantitative summaries and copies of the transcribed student comments if available. ~~The faculty member may examine the original comments in the Department Chair's office.~~ The Department Chair

prepares the Student Evaluation Report, based on both undergraduate and graduate student evaluations of instruction. It provides quantitative summaries and individual comments given by students and is included in the annual Chair's Evaluation Report.