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

Meeting Agenda

Thursday, October 15, 2020 at 3:30

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: (Division) (End of term)

Vacant (LETT) (2023)

Vacant (ARTS) (2023)

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)

1. Call to Order
2. Approval of minutes
3. Approval of Agenda
4. Draft corrections in Appendix A
   1. Adding committees to bylaws
   2. Appropriate use policy
5. Update on Hiring policy described in Handbook
   1. Response from Academic Affairs
   2. Response from HR

VI. Future Work

VII. Old Business

VIII. New Business

IX. Announcements

|  |  |  |
| --- | --- | --- |
| Thursday, October 15, 2020 | 3:30 PM | Webex |

X. Adjournment

Upcoming Meetings:

Appendix A:

p. 25

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:

Pg. 39

[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.