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

Meeting Minutes

Thursday, February 18, 2021 at 3:30

Location: Webex

Committee Members: (Division) (End of term)

Members in attendance:

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)

Members not in attendance:

Vacant (LETT) (2023)

Vacant (ARTS) (2023)

1. The meeting was called to order at 3:30pm.
2. The minutes were approved without revision.
3. The agenda was adopted as circulated.
4. Old Business
   1. Hiring timeline (Appendix A)

Dr. Neff-Sharum revised the description of the process for hiring new faculty in the Handbook to reflect the process as it currently stands. The committee decided that since the revisions were substantial and might pose some additional questions this draft should be referred to FIAC.

* 1. Discussion of changes to Section II

The committee reviewed a list of changes to Section II, Chapter 2 which had been forwarded by Dr. Oxendine. There were two main categories of issues identified: simple wording changes for the sake of consistency, currency and clarify and more complex issues dealing with organization, thoroughness and concision. The committee decided that we should deal with these two types of issues independently.

* 1. Section on pg. 64 describing four categories of graduate faculty.

Dr. Neff-Sharum indicated she would provide a draft of a description of the 4 categories prior to the next meeting. Chair Dooling indicated that Dean Aiken was aware of our discussion and happy to provide any clarifications needed.

1. There was no new business.
2. Future Work: The members will continue to review Sections II, Chapter 2 for needed updates. Dr. Dooling will provide a summary of all the minor language change decisions already undertaken by the committee this year for approval of the committee at the next meeting so that those changes can be forwarded to the Faculty Senate for approval.
3. The next meeting will take place on March 18.
4. The meeting was adjourned at 4:25pm.

**Appendix A:Feedback on Hiring Procedure stated in Faculty Handbook**

*From Joanne McMillan, Bobbie Scott and Leslie Bell*

1. The Department Chair (later referred to as the Hiring Official per HR) in consultation with the appropriate academic Dean will discuss the needs of the department in regards to hiring faculty.
2. The Dean of the academic unit consults with the Provost Office in regards to the availability of resources for requested lines. If lines are approved, the Dean will inform the Chair to complete the Request to Recruit Form. The salary guidelines should be set with guidance from the Director of Academic Resource in the Office of Academic Affairs.
3. The Dean and the Provost will review the Request to Recruit for approval. They will request adjustments to the form as needed. Once a copy of the approved Request to Recruit form has been returned to the Chair, the Hiring Official crafts the position description and submits it in the Online Employment System for approval.

4)  The Hiring Official communicates to Academic Affairs and to the EEO Coordinator where the position is to be advertised.  In addition to formal advertisements (the Chronicle of Higher Ed and HigherEd Jobs), the Chair sends an announcement to a large number of institutions that prepare graduates in the appropriate discipline, especially minority and female serving universities.  Copies of these announcements shall be sent to the EEO Coordinator for the official recruitment file.

3)  Once the position is posted, the Hiring Official appoints a Search Committee.  The Chair of the Search Committee schedules Search Committee training with the EEO Coordinator prior to review of applicants beginning (this is mandatory for all searches).

4)  When there are an adequate number of qualified candidates in the pool (no less than seven business days, but preferably 30 business days), the posting may be removed from web.  The Hiring Official or Search Chair shall notify the EEO Coordinator to remove the posting from web.

5)  The Search Committee shall evaluate all candidates who have applied for Most Qualified, Minimally Qualified and Not Qualified status and provide this information along with non-selection reasons based on education or experience to the EEO Coordinator.  In addition, the Search Chair shall send the proposed questions to be asked of semi-finalist candidates for review.

6)  The EEO Coordinator will review and will certify the candidate pool and proposed questions.

7)   The Search Committee will proceed with semi-finalist interviews.

8)   Once the candidates have been narrowed down to the finalists, the Search Chair shall notify the EEO Coordinator of the same.

9)   The EEO Coordinator will approve the final candidates as will the Dean/Provost.

10) Final candidate interviews will be scheduled by the Search Committee Chair and will include coordination of the following: 1) members of the department for individual or group interviews as appropriate, 2) the appropriate academic Dean’s office to secure an interview time with a representative of the College or School, 3) Academic Affairs to secure an interview time with a representative for the Provost, 4) and members of the Department for broad attendance to job talks (i.e., research presentations and teaching presentations).

If the candidate is coming to campus for an in-person interview, the Search Committee Chair must also arrange the following: 1) contact Academic Affairs in order to schedule hotel accommodations, 2) contact the Office of the Chancellor in order to submit meal reimbursement forms for the candidate (this must be done prior to the arrival of the candidate), 3) coordinate travel for the candidate to and from the airport, as well as to and from hotel and campus.

11)  The Search Committee will proceed with final interviews.  During this time, they will secure signed applications and criminal background check forms for each finalist.  Once they have selected a finalist, the Search Chair shall send the background check form to OHR for processing.

12)       Before any offer is made, please contact the Director of Academic Resources in Academic Affairs for the salary amount

13)       Send the Faculty Recommendation Letter to the Dean and Vice Chancellor for approval

14)       Once the Faculty Recommendation Letter has been approved by the Dean and Vice Chancellor, make an offer to the candidate.

15) Any requested adjustment to the offer (i.e., credits toward tenure or higher salary request than approved, equipment requests, course releases during the first year, etc.), must be requested through the Dean and the Provost Office. This request should be made on UNCP letter head as a formal request for offer adjustment including justification for approving the request.

14)       When the offer is accepted, begin collecting correct documents as listed on the checklist found on the Academic Affairs website to be submitted to the Dean’s office.  A contract will be wrote.  Once the signed contract is received back in the Dean’s office, the file will be forwarded to Academic Affairs and then to Human Resources.