*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.*

AGENDA

Faculty Evaluation Review Subcommittee

February 3, 2021 3:30PM

[**https://uncp.webex.com/meet/rachel.smith**](https://uncp.webex.com/meet/rachel.smith)

**Join by phone**    
+1-415-655-0001 US Toll    
Access code: 739 591 491 

Members:

Anthony Johnson (Letters to 2022), Camille Goins (Education to 2021) Tracy Vargas (SBS to 2022), Jessica Dupuis (Secretary, ARTS to 2021), Rachel Smith (Chair, NSM to 2021), Larry Arnold (At large to 2022), Jonathan Ricks (CHS to 2021)

1. Call to Order
2. Adoption of the Agenda
3. Approval of Minutes from February 2, 2021
4. Chair’s Report
5. No progress from Provost on delaying probationary review
6. All three motions (PTR language clarifications, recommendation of special committee to implement online SEI’s and revision of the PEC form) previously passed by FERS were approved at FIAC and should be on the Faculty Senate agenda for 3/3.
7. Old Business
   1. Potentially moving back annual evaluation calendar by 2 weeks (Appendix A)
   2. Reconsideration of “Proposal 1”: delaying probationary review to year 2. (Appendix B)
8. New Business
   1. Expectations for P&T due to COVID
   2. Non-tenure stream evaluations expectations
   3. Evaluation procedures for Assistant/Associate Deans
9. Announcements

Next meeting: April 6 at 3:30pm via Webex

1. Adjournment

**Appendix A**

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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.

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 while the evaluations are completed. Third, the faculty member being evaluated must not tabulate the student evaluations. Fourth, the faculty member must not receive any report on his or her 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 adequate time to complete them.

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 as soon as possible, and transcripts of 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

### Annual Chair’s Evaluation Report

### As specified previously, each Department Chair must compile an annual Chair's Evaluation Report for each faculty member in the department. This report consists of the (a) faculty member's Self-Evaluation Report, (b) Student Evaluation Report, (c) chair's narrative evaluation, and (d) Chair's Annual Merit Salary Increase Recommendation Form.

Each Chair must compile and submit to the appropriate Dean an annual Chair’s Evaluation Report for each faculty member he or she supervises. Taking into account the faculty member’s selected weights and the department’s Disciplinary Statements, this report should discuss the faculty member’s teaching, scholarship, and service. 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, and (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 (4) a signature section for the Department Chair and faculty member being evaluated. The information appearing in the annual chair’s narrative evaluation for a faculty member will be drawn from (a) the faculty member’s Self-Evaluation Report, (b) student evaluations, and (c) the Department Chair’s evaluation of teaching, scholarship, and service. Even when a major evaluation has been conducted earlier in the academic year, a separate annual evaluation is required for purposes of a merit salary increase recommendation, since most of the year’s work will have been completed after the Department Chair’s portion of the earlier major evaluation was completed.

The Department Chair is required to obtain the faculty member’s signature on the Chair’s Evaluation Report and the Annual Merit Salary Increase Form. In both instances, the signature merely acknowledges having reviewed the report and form but does not indicate agreement with their content. The faculty member may submit a rebuttal of the Chair’s report to the Dean within ten business days of signing the report.

## Typical Calendar of Events for Annual Evaluations

The events listed below are intended as guidelines only; dates are approximate and may be altered as conditions warrant. Specific policies and procedures are found in the full Faculty Evaluation Plan.

|  |  |
| --- | --- |
| **DATE** | **EVENT OR DOCUMENT** |
| August 14 - April 14 | Area Weight Discussion: A faculty member can discuss at any time before submitting the Self-Evaluation Report the area weights to be assigned to specific areas of evaluation. |
| December | Fall Student Evaluation: All faculty scheduled for student evaluations in the fall semester should conduct these evaluations the last week of class. Department chairs compile Student Evaluation Reports. |
| April 1-14 | Spring Student Evaluation: Faculty scheduled for student evaluations in the spring semester should conduct these evaluations during April 1 to April 14. See section above on “Student Evaluation of Instruction” for discussion of the schedule of student evaluations. The Department Chair is responsible for compiling a summary of student evaluations. |
| April 14 | Submission of Self-Evaluation Report: A faculty member should submit his or her Self-Evaluation Report to the Department Chair by April 14. |
| ~~April 14 - May 1~~  May 1-June 1 | Annual Chair’s Evaluation Report and Faculty Conference: The Department Chair will prepare an annual Chair's Evaluation Report for each member of the department, and discuss this report and the Annual Merit Salary Increase Recommendation with the faculty member being evaluated. |
| Report transmittal + 3 days | Signing and Returning Chair's Evaluation Report: The faculty member has three (3) working days after receipt of chair's evaluation to review the evaluation materials, and to sign and return one copy to the Department Chair. |
| Report signing + 10 days | Optional Rebuttal of Chair's Evaluation: The faculty member may submit a rebuttal of the Chair's annual evaluation to the Dean of his or her school or college (Provost and Vice Chancellor for Academic Affairs if the Dean is also the Department Chair) within 10 days after signing the report when there are areas of disagreement. |
| ~~May 1~~  June 1 | Submission of Chair's Annual Reports: The Department Chair should submit to the Dean of the respective school or college the annual Chair's Evaluation Report, attaching the faculty member's Self-Evaluation Report, any supporting documentation, Student Evaluation Report, and Annual Merit Salary Increase Recommendation. |
| ~~May~~ June 1-15 | Annual Dean’s Evaluation Report: The Dean will prepare an annual Dean's Evaluation Report for each member in his or her school or college, and complete the Annual Merit Salary Increase Recommendation for the faculty member being evaluated. |
| Report transmittal + 3 days | Signing and Returning Dean's Evaluation Report: The faculty member has three (3) working days after receipt of Dean's evaluation to review the evaluation materials, and to sign and return one copy to the Dean. |
| Report signing + 10 days | Optional Rebuttal of Dean's Evaluation: If the Dean’s evaluation disagrees with that of the Department Chair, the faculty member may submit a rebuttal of the Dean's annual evaluation to the Provost and Vice Chancellor for Academic Affairs within 10 days after signing the report. |
| ~~May~~ June 15 | Submission of Dean's Annual Reports: The Dean should submit the annual Dean's Evaluation Report, attaching the faculty member's Self-Evaluation Report, any supporting documentation, Student Evaluation Report, and Annual Merit Salary Increase Recommendation to the Provost and Vice Chancellor for Academic Affairs. |
| ~~May~~June-August | Faculty Contracts: The Office of the Chancellor should send the next year's contract, and salary increase information, to faculty members by the start of the new academic year. |

**Appendix B**

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**Appointment to Faculty Rank**

**Assistant Professor**

The initial appointment to the rank of Assistant Professor is for a probationary ~~two~~four-year term. Unless at any point the Assistant Professor is not reappointed, he/she will be reappointed one additional ~~two~~three-year term ~~and one three-year term~~ before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint.

At least ~~180 calendar days~~ one year before the end of the first ~~two~~four-year appointment, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed at the rank of assistant professor for an additional ~~two~~three-year term or not reappointed. ~~Before the end of the first year of the second two-year term as Assistant Professor, the Assistant Professor will receive written notice~~

~~whether, when his/her current term expires, he/she will be reappointed to a three-year term or not~~

~~reappointed.~~ Before the end of the second year of the three-year term as assistant professor, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed with permanent tenure at the same or higher rank or not be reappointed.

The failure to give the required notice of a decision not to reappoint at any point herein required has the

same effect as a decision at that time to offer a terminal appointment at the same rank for one academic year. The decisions herein required will be made as provided in the section below on “Initiation, Review, and Approval of Appointments, Promotions, and Reappointments.” ~~Promotion at any time from the rank~~ ~~of Assistant Professor to the rank of Associate Professor constitutes an initial appointment to the first~~ ~~three-year term at the latter rank under the terms and conditions described below in the section on~~ ~~“Associate Professor.”~~

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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~~thirdyear of employment at the University according to the Calendar found below. Faculty will be evaluated according to the calendar found in the Faculty Handbook which was in place at the time of their initial employment. Faculty who do not fall into the normal timeline (i.e. Those hired in Spring, given credit towards P&T from previous experience, etc.) should consult with their Chair and Dean to determine evaluation timeline. 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 Chair’s observations of teaching during the first two years of employment will be included in Chair’s annual evaluation reports for years 1 and 2 and the Chair’s evaluation report for probationary review should address the progress the faculty member has made in the area of teaching.

The faculty member being evaluated for an initial contract renewal must submit the materials listed below to the electronic portfolio system. Portfolios submitted for contract renewal evaluations subsequent to the initial probationary evaluation should also include copies of signed Department Chair annual evaluations.

1. The completed Peer Evaluation Nomination Form

2. A current Curriculum Vitae

3. An Expanded Self Evaluation Report covering full term of employment at institution

4. The Disciplinary Statements in effect for the faculty member’s department.

5. Copies of signed Department Chair’s Annual Evaluations including summaries of teaching evaluations.

5. 6. 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. 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).

~~7.~~ 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, copies of works in progress.

~~8.~~ 9. Documentation of service: Include relevant materials that illustrate significant contributions.

The Department Chair completes a Chair’s Evaluation Report and submits the report as described in the

section on “Procedures for Tenure and/or Promotion Evaluation.” The Peer Evaluation Committee (if

convened) submits a Peer Evaluation Report as described in the section on “Procedures for Tenure and/or Promotion Evaluation.” The Dean of the relevant school or college reviews the reports from the Chair and the Peer Evaluation Committee as well as any rebuttals by the faculty member. The Dean then completes the Dean’s Report of Contract Renewal Evaluation and submits it with all supporting materials to the Provost and Vice Chancellor for Academic Affairs.

The Provost and Vice Chancellor for Academic Affairs reviews all the evaluative materials and

recommends to the Chancellor whether or not to reappoint the candidate. The Chancellor makes the final decision on reappointment. Conditions governing non-reappointment are listed in the Faculty Handbook, Section II, Chapter 1; note that the faculty member’s competence is not the only factor considered in reappointment decision. The Code of the Board of Governors of the University of North Carolina also specifies deadlines for notification of non-reappointment.

A tenure-track faculty member or his or her Department Chair may initiate an advisory evaluation any

time during the tenure-track process. Such evaluations are proactive steps to help faculty members

improve performance and become more able to achieve tenure. The Department Chair may appoint a Peer Evaluation Committee as part of advisory evaluations. If advisory evaluations are conducted, the

Committee should identify aspects of the faculty member’s performance that may present problems when a tenure decision is due. Advisory evaluations have no formal consequences for decisions about contract renewal, tenure, or promotion.

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**~~Calendar of Events for Initial Two-Year Contract Review~~**

~~The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.~~

|  |  |
| --- | --- |
| **~~DATE~~** | **~~EVENT OR DOCUMENT~~** |
| ~~September 7~~ | ~~Notification: The Department Chair notifies the faculty member, the Dean of the relevant school or college, and the Provost and Vice Chancellor for Academic Affairs that the evaluation is to be conducted.~~ |
| ~~November 15~~ | ~~Submission of Nomination Form: The faculty member submits the Peer Evaluation Committee (PEC) Nomination Form to the Department Chair.~~ |
| ~~November 30~~ | ~~PEC Formation: The Department Chair announces make-up of PEC.~~ |
| ~~Prior to end of the first semester~~ | ~~Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member as soon as the faculty member’s final course grades have been submitted.~~ |
| ~~January 20~~  ~~February 3~~  ~~February-April 14~~ | ~~Submission of Materials: The faculty member submits all required materials to the Department Chair including the self-evaluation. Part 2, Section C of the self-evaluation should discuss the student data.~~  ~~Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.~~  ~~Observation of teaching: The Department Chair and members of PEC carry out observation of the faculty member’s teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.~~  ~~PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the PEC Tenure, Promotion and Renewal Form is completed.~~  ~~Chair’s Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.~~ |
| ~~April 15~~ | ~~Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.~~ |
| ~~April 21~~ | ~~Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.~~ |
| ~~April 22~~ | ~~Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted.~~ |
| ~~May 1~~ | ~~Optional Rebuttal: The faculty member may submit a rebuttal of the PEC and/or Department Chair's report, if desired, to the Dean of the faculty member’s school or college.~~ |
| ~~August 30~~  ~~September 5~~  ~~September 15~~ | ~~Dean’s Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing second year initial review, and complete the Dean’s Evaluation Report Form for each faculty member being evaluated. The Dean will convey the Dean’s report to the faculty member by August 30.~~  ~~Signing and Returning Dean's Evaluation Report: The faculty member has until this date to review the Dean’s evaluation materials, and to sign and return one copy to the Dean.~~  ~~Optional Rebuttal of Dean's Evaluation: If the Dean’s evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.~~ |
| ~~September 15~~ | ~~Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.~~ |
| ~~November 1~~  ~~November 15~~  **~~(This date may not be altered)~~** | ~~Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member’s Department Chair, and with the Dean of the faculty member’s school or college the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.~~  ~~Notification of Reappointment Decision: By November 15 of the second year, if the decision is not to reappoint an Assistant Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member. Per Section 604.A of the UNC Code, “If a decision is not to reappoint, then failure to give timely notice of non-reappointment will oblige the Chancellor to offer a terminal appointment of one academic year.”~~ |

Calendar of Events for Initial ~~Three~~Four-Year Contract Review

The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.

|  |  |
| --- | --- |
| **DATE** | **EVENT OR DOCUMENT** |
| Both semesters of the first year  Both semesters of the first year and once in second year  ~~September 7~~April 15 of the second year | Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member after the faculty member’s final course grades have been submitted each semester.  Observation of teaching: The Department Chair carries out observation of the faculty member’s teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.  Notification: The Department Chair notifies the faculty member, the Dean of the relevant school or college, and the Provost and Vice Chancellor for Academic Affairs that the evaluation is to be conducted. |
| September 21 of the third year | Submission of Materials: The faculty member presents the Department Chair with documents required, including the Peer Evaluation Committee (PEC) Nomination Form. Part 2, Section C of the self-evaluation should discuss the student data. |
| September 30  October 3  October –January 14  January 15 | PEC Formation: The Department Chair announces make-up of PEC.  Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.  Observation of teaching: During the fall semester, the Department Chair and members of PEC carry out observation of the faculty member’s teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.  PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the PEC Tenure, Promotion and Renewal Form is completed.  Chair’s Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.  Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member. |
| January 20  January 21 | Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.  Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted |
| February 1 | Optional Rebuttal: The faculty member may submit a rebuttal of the PEC and/or Department Chair's report, if desired, to the Dean of the faculty member’s school or college. |
| February 15  February 20  March 3 | Dean’s Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing ~~second~~third-year review, and complete the Dean’s Evaluation Report Form for each faculty member being evaluated. The Dean will convey his or her report to the faculty member by February 15.  Faculty Signature: The faculty member has until this date to review the Dean’s evaluation materials, and to sign and return one copy to the Dean.  Optional Rebuttal of Dean's Evaluation: If the Dean’s evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs. |
| March 3 | Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs. |
| April 1 | Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member’s Department Chair and with the Dean of the faculty member’s school or college, the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information. |
| May 15  **(This date may not be altered)** | Notification of Reappointment Decision: By May 15 of the ~~second~~ third year of the probationary appointment, if the decision is not to reappoint an Assistant or Associate Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member no later than this date. |