

Committee on the Oversight of the Faculty Handbook

Meeting Agenda

Thursday, August 18, 2022 at 3:30pm

Location: Webex

<https://uncp.webex.com/meet/rachel.smith>

Committee Members: (Division) (End of term)

Cynthia Miecznikowski (LETT Secretary) (2023)

Vacant (ARTS) (2023)

Rachel Smith (NSM Chair) (2023)

Olivia Oxendine (EDUC) (2024)

Miranda Reiter (SBS) (2025)

Vacant (CHS) (2022)

Mary Ann Jacobs (FERS) (Ex Officio)

- I. Call to Order
- II. Approval of minutes from April 21st meeting
- III. Approval of Agenda
- IV. Report from Previous Committee Chair and current Senate Chair Holden Hansen
- V. Chair's report

- a. Review of charge

- p. 16-17

- D. The Committee for Oversight of the Faculty Handbook shall consist of seven members: the Chair of the Faculty Evaluation Review Subcommittee, who serves in an ex officio capacity, and one member elected from each Division of the General Faculty in General Faculty-wide elections conducted by the Committee on Committees & Elections. Any member of the General Faculty with tenure and the rank of Associate or Full Professor is eligible for election. Membership is for three-year staggered terms, and the chair and secretary of the Committee shall be appointed by the Faculty Senate Chair from its Divisional membership.

- 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.

- b. The Executive Committee will conduct a poll between September 1 and 6, then discuss the results with the Faculty Senate on September 7, to determine the way forward about meeting locations and format (e.g., face-to-face, Webex, or hybrid).

- VI. Future Work

Section II Chapter 2: Student Evaluations of Instruction (p. 83 of pdf) is where the committee left off last year.

- VII. Old Business
 - a. Passing the changes approved last year through FS
- VIII. New Business
- IX. Announcements
- X. Adjournment

Upcoming Meetings:

Thursday, September 15, 2022, 3:30 PM Location UC 208 and/or Webex (YTBD)

Appendix A

2020-21 Faculty Handbook Changes Routing Forms Report

p.33

Indigenous Cultures and Communities Council

The Indigenous Cultures and Communities (ICC) Council shall be responsible for approval of requirements for course designation and co-curricular experiences that demonstrate significant engagement with, study of, research in, and/or community service to Indigenous communities, such that all baccalaureate graduates of the University experience and appreciate the histories, diversities, cultures, and/or sovereignties of Indigenous people. The Council will be an operational committee under auspices of the Teaching and Learning Center (TLC). Voting members will be selected from among the faculty and staff with 10 positions to include:

- Chair of American Indian Studies Department or designee
- Office for Community and Civic Engagement representative
- Director of TLC or designee
- Office for Online Learning representative
- Rotating members from each of the senate divisions

Faculty committee members shall be appointed and approved by the Provost upon recommendation from deans, department chairs, and in consultation with the Teaching and Learning Center (TLC). Faculty will serve three-year appointments. The Provost reserves the right to terminate or suspend the membership of any individual who fails to attend more than one ICC Council meeting per academic year. Only the Council members shall have the right of voting, and the ICC Council shall regularly inform the Curriculum Subcommittee of the Faculty Senate of its actions and submit recommendations for course designation approvals. The Council shall meet monthly during the traditional academic year and a quorum of council member appointees must be present for the conduct of official business. A chair for the council will be selected by the council from the faculty representatives. This person will serve as coordinator of the ICC designation, work closely with the TLC to identify and facilitate faculty training, coordinate council meetings, communicate with the Curriculum subcommittee, and develop and disseminate assessments. In return, the council chair may receive a course release each semester.

Commented [RBS1]: The period is missing from the end of this new section.

Pg 83-85

There is a slight typo here:

The current version reads

A quantitative summary of the ratings in each course **ias** well as a transcript of student comments **s** prepared as soon as possible.

However the language passed is:

A quantitative summary of the ratings in each course **as well as a transcript of student comments is prepared as soon as possible**, ~~and transcripts of student comments are prepared when possible.~~ The faculty member must not receive any report on his or her evaluations until grades for the current semester have been submitted. ~~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.~~

Appendix B

Report on Oversight Referrals to FERS April 5, 2022 (Aaron Vandermeer)

FERS got through all of the items referred to us by the Oversight Committee this afternoon (our last meeting of the academic year). Here are the results (in **blue** text):

ITEM 1:

[The following paragraph appears on page 78 of Fac Handbook Word Document (third paragraph up from the bottom): (We talked about deleting "in itself" and adding the word significant, though it is not clear to me if we approved this edit to take to the Senate. Please advise. I have noted these edits in red font below: — Holden Hansen, Chair, Handbook Oversight Committee]

Attendance at professional conferences and workshops can contribute to a faculty member's scholarly research and may count among scholarly activities in a given year. Over time, however, conference attendance without scholarly publication (see below) in itself is not considered scholarship. Preparation and administration of grants qualifies as scholarly research only insofar as it entails the activities cited above.

FERS engaged in significant debate on this item. We deemed the proposed changes to be substantial and will forward this item to FERS during the 2022-23 Academic Year.

ITEM 2:

[The following paragraph appears as the first paragraph on page 79 of the Fac Handbook Word Document (the word catalogs was questioned and started the discussion of lists) The committee approved the deletion noted in red font and addition of "reflect" as noted below:]

Typical documentation of scholarship includes copies of scholarly publications, books, conference papers, catalogs, or programs, and similar evidence of professional productivity in the faculty member's discipline. Less important is evidence of attendance at workshops, seminars, conferences, performances, or other activities even when they may directly contribute to a faculty member's scholarly or creative projects. When such projects require longer periods of time to complete, a faculty member may provide evidence of significant progress toward completion, including paper presentations, contracts for book publication, or external peer comments on a paper or partial manuscript. In cases where the confidential nature of a research project prevents its wider dissemination, a faculty member should provide appropriate documentation. Self-evaluations submitted for any type of evaluation should **reflect tie the faculty member's scholarly work to the scholarship** Disciplinary Statements adopted by the faculty member's home department.

FERS sees no issues with these proposed changes — go ahead.

ITEM 3:

[The following paragraph is the third from the bottom of page 79. After much discussion, we gave up on agreeing to edits and defer to FERS:]

University service is evaluated when possible by results: advisees 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 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.

FERS will forward this item to FERS during the 2022-23 Academic Year.

ITEM 3:

[Same as above with the following paragraph third from bottom on page 80.]

The Faculty Member Being Evaluated

The main kinds of evaluations of faculty members are as follows. Each full-time faculty member, even a faculty member not tenured or in a tenure-track position, receives annual evaluations. In addition, faculty members in tenure-track positions receive evaluations for tenure and for each promotion. Untenured tenure-track faculty receive contract renewal evaluations and may receive advisory evaluations. Non-tenure-track faculty are evaluated annually.

This paragraph is mostly accurate, except that it does not mention Post-Tenure Review. FERS suggests that the Handbook Oversight Committee add this type of review to the paragraph and more concisely state the information presented (deleting the second word "main," for example.).

ITEM 4:

[The following paragraph appears on p. 82 of the Faculty Handbook. The Oversight Committee struggled with the word "party," as we wondered to whom that referred. Is it Faculty? Or is it anyone involved in the faculty evaluation process? The sentence seems to imply appeal, so it might refer to Faculty. However, it could also refer to anyone evaluating the Faculty member during the process. We think the sentence is ambiguous and should be revised for clarity. However, as it seems to speak to a policy matter, we were uncomfortable attempting to fix the sentence.]

The Faculty Evaluation Review Subcommittee

The Faculty Evaluation Review Subcommittee is responsible for representing the norms and values of the general faculty in all matters related to the Faculty Evaluation Model. When the current provisions of the Faculty Evaluation Model do not provide adequate instruction on a specific procedural matter, the party involved may request an ad hoc ruling from the Faculty Evaluation Review Subcommittee. This ruling will be forwarded for consideration to the Faculty Evaluation Review Subcommittee's parent committee, the Faculty and Institutional Affairs Committee.

Please change the word "party" to "the faculty candidate or reviewing body."