MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE (UNCP)
PROMOTION AND TENURE REVIEW COMMITTEE (PTRC)
Friday, September 13, 2013, 2:00 p.m.

PRESENT
Dr. Charles Beem, Associate Professor, History
Dr. Judy Curtis, Associate Professor, Mass Communications/Faculty Senate Chair, Co-Chair
Dr. Sherry Edwards, Professor, Social Work
Dr. Paul Flowers, Professor, Chemistry & Physics
Dr. Richard Gay, Associate Professor, Art
Dr. Kenneth Kitts, Provost and Vice Chancellor for Academic Affairs, Co-Chair
Mr. Joshua Malcolm, University Attorney
Dr. Marisa Scott, Assistant Professor, Educational Specialties

STAFF
Alicia Jiles, Administrative Support Associate, Academic Affairs, Recorder

1. CALL TO ORDER
   • Co-chair Kitts called the meeting to order at 2:06 p.m.

2. ANNOUNCEMENTS

3. HANDOUTS
   • UNC-Wilmington Peer Evaluation Committee Policy—K. Kitts

4. REVIEW AND APPROVAL OF MINUTES
   • Minutes from September 6, 2013 meeting were amended and approved.

5. DISCUSSION
   • The PTRC discussed…
     o The P. Flowers draft on improving the structure and effectiveness of the Promotion and Tenure Committee (PTC).
     o Possible adjustments to the Peer Evaluation Committee (PEC).

6. ACTION
   • MOTION. Upon motion made by C. Beem and properly seconded by M. Scott, the committee voted unanimously to approve the amended PTC modifications.
   • The PTRC agreed to the following changes for the PEC…
     o Have the PEC consist of all tenured faculty within a candidate’s department with joint-appointed faculty having dual representation.
     o The PEC must have three tenured members at minimum with no limitations on maximum number of tenured members.
     o For departments with fewer than three tenured faculty members, the dean will be responsible for picking eligible faculty from allied disciplines to make up the required three voting members of the PEC.
     o The chair of the PEC will be elected by all of its members.
The department chair will be responsible for notifying and certifying the PEC committee members; and will also handle recusals. The chair will also notify the dean if committee members need to be chosen outside the department.

- Candidates up for promotion will be allowed to serve on the PEC committees of other candidates.
- Candidates up for promotion will not be allowed to review their own case.
- No chairs, deans, or other administrators may serve on the PEC committee.

7. NEXT STEPS
   - K. Kitts will draft a written proposal on PEC modifications recommended by the PTRC.
   - The draft will be shared through email with all PTRC members before the next meeting.
   - The next meeting is scheduled for Wednesday, September 25 at 3:00 p.m.

8. ADJOURNMENT
   - Meeting was adjourned at 3:54 p.m.

Respectfully submitted,

Alicia Jiles
Recording Secretary