MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE (UNCP)
PROMOTION AND TENURE REVIEW COMMITTEE (PTRC)
Friday, November 15, 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. 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

ABSENT
Dr. Paul Flowers, Professor, Chemistry & Physics

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
   • S. Edwards announced that the Faculty Evaluation Review Subcommittee (FERS) had inquired about the status of PTRC deliberations.
   • K. Kitts announced that he informed the Board of Trustees about the PTRC during their November 14, 2013 meeting.

3. HANDOUTS

4. APPROVAL OF MINUTES
   • Minutes from October 30, 2013 meeting were approved as submitted.

5. DISCUSSION
   • The PTRC discussed…
     o Disciplinary statements
     o Terminal degrees
     o Renaming of promotion and tenure Peer Evaluation Committee (PEC).
     o Responsibilities of department chairs in promotion and tenure process.
     o Tenure-track contract renewal/non-renewal.

6. ACTION
   • MOTION. Upon motion made by S. Edwards and properly seconded by C. Beem, the committee voted unanimously to approve the J. Curtis amended document on disciplinary statements.
   • MOTION. Upon motion made by K. Kitts and properly seconded by M. Scott, the committee voted unanimously to approve the K. Kitts disciplinary statement form.
• **MOTION.** Upon motion made by K. Kitts and properly seconded by C. Beem, the committee voted unanimously to change the name of the promotion and tenure Peer Evaluation Committee (PEC) to the Departmental Evaluation Committee (DEC).

7. **NEXT STEPS**
   • K. Kitts will research other school models regarding contract renewal.
   • The next meeting is scheduled for Wednesday, December 11 at 11:30 a.m. in Lumbee Hall 436.

8. **ADJOURNMENT**
   • Meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Alicia Jiles
Recording Secretary