MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE (UNCP)
PROMOTION AND TENURE REVIEW COMMITTEE (PTRC)
Wednesday, December 11, 2013, 11:30 a.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 11:30 a.m.

2. ANNOUNCEMENTS

3. HANDOUTS

4. APPROVAL OF MINUTES
   • Minutes from November 15 meeting were approved as submitted.

5. DISCUSSION
   • The PTRC discussed…
     o The department chair’s role as mentor in the promotion and tenure process.
     o Responses to the Chancellor’s memo of May 2013 regarding promotion and tenure.

6. ACTION
   • MOTION. Upon motion made by K. Kitts and properly seconded by M. Scott, the committee voted unanimously to approve the modified R. Gay document regarding the role and responsibilities of department chairs in the promotion and tenure process.
   • MOTION. Upon motion made by S. Edwards and properly seconded by C. Beem, the committee voted unanimously to approve the modified C. Beem written response to the Chancellor’s memo on promotion and tenure.

7. NEXT STEPS
   • K. Kitts will share the C. Beem document with the Chancellor and brief him on transmitting recommendations to the Faculty Senate.
   • K. Kitts will collect all approved documents from previous PTRC meetings in order to create a package of materials to be shared with Senate and faculty.
   • Next meeting is scheduled for January 24, 2014 at 1:00 p.m. in Lumbee Hall 436.
8. **ADJOURNMENT**
   • Meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Alicia Jiles
Recording Secretary