

ref. Fac Affairs Report 12-7

Proposed amendment from the Council of Deans to the December 7, 1993 report of the Faculty Affairs Committee to the ECU Faculty Senate responding to the UNC President's Administrative Memorandum #338 dated 9/28/93.

BACKGROUND-

Earlier in the Fall, a subcommittee appointed by Chancellor Eakin was charged with the task of preparing a plan of action to comply with Administrative Memorandum #338 (M338). In a November 18, 1993 memorandum from Professor Patricia Anderson, Chair of the Faculty, the results of this subcommittee's deliberations were forwarded to the Chancellor. The Chancellor approved the recommendations contained in the subcommittee report. These recommendations were then placed before the Faculty Affairs Committee of the Faculty Senate. The Faculty Affairs Committee Report (attachment 3) represents the set of actions developed in response to the subcommittee's recommendations.

There are three specific areas contained in M338 requiring action:

1. "Mission statements, tenure policies and criteria...",
2. "Criteria for evaluation of faculty performance provided in writing etc.", and
3. "Procedures for faculty evaluation include both peer review etc."

A fourth area involving "System-wide teaching awards" was also discussed by the subcommittee but is not a part of the Faculty Affairs Committee Report.

AMENDMENT TO PART 2 OF THE FACULTY AFFAIRS REPORT PROPOSING REVISIONS TO THE FACULTY MANUAL

PROPOSED AMENDMENT :

The second major section of M338 requiring response states that: "Criteria for evaluation of faculty performance shall be PROVIDED in WRITING and DISCUSSED BEFORE INITIAL EMPLOYMENT, AT THE BEGINNING OF THE FIRST TERM OF EMPLOYMENT, and IN THE YEAR OF A REAPPOINTMENT OR TENURE DECISION. A RECORD of the discussion shall be PLACED IN THE INDIVIDUAL'S PERSONNEL FILE."

The Faculty Affairs Committee offers nine (9) amendments: 5 to Appendix C, 2 to Appendix D, and 2 to Appendix L.

AMENDMENT-

The Council of Deans moves that the following amendments be deleted from consideration today and referred back to committee to be brought before the Faculty Senate at a future date as "New Business."

Please refer to the attached copy of the committee report for the number sections noted below.

The Amendments to be deleted for consideration today and referred back to committee are:

1. Appendix C, Section III, page C-4 (p. 2)
4. Appendix C, Section IV, page C-5, 1st paragraph (p. 2)
8. Appendix L, Section., Development, Screening, and Implementation of Unit Codes, Subsection 1 (p. 3)
9. Appendix L, Section C., Development, Screening, and Implementation of Unit Codes, Subsection 3. (p. 3)

PAGE TWO/FACULTY SENATE
COUNCIL OF DEANS' AMENDMENT

The above action leaves the following proposed amendments for action:

Topic:

personnel file - 2. Appendix C, Section III, between (c) and (d),
p. C-3/4

criteria in
writing

- 3. Appendix C, Section II.E., page C-3, first para.

wording change - 5. Appendix C, Section IV, page C-5

criteria
discussed

- 6. Appendix D, Section II.A.3., page D-2

fixed-term
appointment

- 7. Appendix D, Section II.B.2., page D-4, "insert..."

DISCUSSION:

This above motion is being made for the following reasons. The Council of Deans believe that two separate though related issues are contained in the overall issues raised by M338. That is, M338 calls for SPECIFIC (noted above in capital letters) actions affirming and codifying the importance of teaching in the overall tenure and promotion process. The November 18, 1993 memorandum from Professor Anderson to the Chancellor also speaks to these SPECIFIC items as those to be considered for action.

The items proposed for deletion relate to important Faculty Manual changes. However, as the Anderson memorandum points out, the deadline for submission of such changes is April 4, 1994. These further changes to the ECU Faculty Manual are significant and necessary, but are not required at this time in order to be responsive to M338.

The need to address certain Faculty Manual revisions regarding process and the reconciling of Appendices C, D, and L preexist the particulars raised in M338. M338 add some urgency to this task. The Council of Deans certainly view these related issues as important and therefore requiring a more fully developed consideration than possible in the current circumstance.

There are no amendments from the Council of Deans for the proposed Manual changes relating to "Procedures for faculty evaluation etc."

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PART II:

Board of Governors requirements 1.b.1 and 2., Criteria for evaluation of faculty performance shall be provided in writing and discussed before initial employment, at the beginning of the first term of employment, and in the year of a reappointment or tenure decision. A record of the discussion shall be placed in the individual's personnel file.

#1
Appendix C, Section III, page C-4.

Replace:

The unit administrator's annual performance evaluation of faculty members shall employ criteria approved by the unit and by the vice chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life, as appropriate, which shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall take into account the nature of the assignments in terms of

with:

The unit administrator's annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor (see Appendix L, Section B). The evaluation shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall consider:

#2
Appendix C, Section III, between (c) and (d), p. C-3/C-4.

Insert:

(d) In the case of faculty members with probationary period appointments, a record of this discussion shall be placed in the faculty member's personnel file.

#3
Appendix C, Section II.E., page C-3, first paragraph.

Insert between sentence one and sentence two:

Criteria for evaluation of faculty performance shall be provided in writing and discussed before initial employment. A record of this discussion shall be placed in the faculty member's personnel file.

#4
Appendix C, Section IV, page C-5, 1st paragraph,

Replace:

... Evaluation of faculty for purposes of promotion shall be governed in each unit by regulations established in an under the units code of operations subject to Appendix C. With the approval of the vice chancellor for academic affairs, the vice chancellor for health sciences and dean of the School of Medicine, and the vice chancellor for student life, as appropriate, specific regulations governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall

with:

... Evaluation of faculty for purposes of promotion shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (see Appendix L, Section B). Specific regulations and criteria governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall

#5 Appendix C, Section IV, page C-5,

In the first sentence of the paragraph that begins "Although other established . . ."

Delete the first seven words so that the existing sentence reads:
"Promotion shall be based upon the faculty member's total demonstrated professional competence and achievement."

Delete "Section III D.4." so that the next sentence reads:
Procedures to be followed for promotion are found in Appendix D.

#6 Appendix D, Section II.A.3., page D-2.

Insert between the first two sentences of the paragraph under II.A.3.:
Prior to initial appointment, at the beginning of the first term of employment, and in the year of a reappointment or tenure decision, criteria for evaluating faculty performance shall be discussed with the faculty member and a record of the discussion placed in the faculty member's personnel file.

#7 Appendix D, Section II.B.2., page D-4, insert after the sentence ending . . . and is prohibited.

Any faculty member employed in a fixed-term position shall be evaluated in accordance with the provisions for faculty evaluation contained in Appendix C prior to being re-employed.

#8 Appendix L, Section C., Development, Screening, and Implementation of Unit Codes, Sub-section 1. (The new Appendix L was approved by the ECU Board of Trustees July 2, 1993.)

Add to the end of the single paragraph constituting sub-section 1:
In the College of Arts and Sciences and in those Professional Schools electing to organize into self-governing, autonomous units at the department level, codes shall be submitted to the appropriate dean for advice prior to submission to the Faculty Senate. After consultation with the appropriate vice chancellor the chancellor shall ratify a code or shall return the code document to the code unit for revision and appropriate approval.

#9 Appendix L, Section C., Development, Screening, and Implementation of Unit Codes, Sub-section 3.

Replace:

(e) a section that addresses relative weights and regulations that govern evaluation of faculty for promotions (see Appendix C)

with:

(e) a section that states regulations, criteria, and weights governing the evaluation of faculty members annually and otherwise for all personnel actions, including recommendations for merit awards, reappointment, promotion, and the award of permanent tenure (see Appendices C and D).