

UNCW Faculty Handbook

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Chapter I: About the Handbook

A. What is the Handbook?

[Updated 09/03/2003]

The UNCW Faculty Handbook provides information for faculty about the university and other aspects of their employment and professional lives, and it is a repository of policies that affect faculty. The Handbook is intended to introduce new faculty to the university, and it is an ongoing resource for all faculty.

All sections of the Handbook are intended to be helpful, but faculty are particularly expected to be familiar with information in Chapter III, [Faculty Responsibilities](#). Faculty should also be acquainted with two documents that are the basis for faculty rights and freedoms: [Policies of Academic Freedom and Tenure](#) and the [UNCW Faculty Governance Document](#).

B. Handbook History

[Updated 06/17/2015]

Many people are responsible for this Handbook. In 1994 Kathleen Kowal of the Psychology Department undertook a year-long revision of the Faculty Handbook. Her effort at compiling, revising, formatting, and editing the handbook resulted in a definitive print edition in July 1995. In the following two years several addenda were distributed to the faculty.

In the summer of 1997 Richard Veit of the English Department produced and edited the first online edition of the Handbook. In the summer of 1998 he and Carol Ellis, Faculty Assistant to the Provost, updated the Handbook.

In 2002 the Faculty Senate constituted a [Faculty Handbook Committee](#) to be responsible for maintaining the Handbook. Richard Veit was named editor and conducted a complete revision of the Handbook in 2003, including a redesign of the web site. The revised Handbook was approved by the Faculty Senate and the Provost in fall 2003.

In 2012 the Handbook was formatted and edited into a single Word document by Gabriel Lugo and Kelley Hensley.

During 2013-2015 the Faculty Senate made major content updates to the Handbook with particular focus on RTP and PTR. The content updates and a new format style were entered into the Handbook by Gabriel Lugo and edited by Carol Ellis

The current edition was published on June 20, 2015. The updates to the Policies of Academic Freedom and Tenure passed by the senate in 2015 were approved by the BOG in April 2016 and edited into the Handbook on June 27, 2016.

C. Style format:

Heading 1. Verdana 16 boldface, indent 0.00". Capital Roman numerals (**I, II, III**) used for chapter labels.

Heading 2. Verdana 14 boldface, indent 0.00". Capital Latin letters (**A, B, C**) Used for Parts.

Heading 3. Verdana 12, boldface, indent 0.25". Numeric labels used for governance document articles (**Article I, II, III**), and for headings (**1, 2, 3**) of other policies.

Heading 4. Verdana 10, boldface, indent 0.50". Lowercase Latin letters (**a, b, c**) used for section headings

1. Multilevel list, level 1. Indented 0.75"
 - (a) Multilevel list, level 2. Indented 1.00"
 - (1) Multilevel list, level 3. Indented 1.25"
 - Multilevel list, level 4. Indented 1.50"
 - ◇ Multilevel list, level 5. Indented 1.75"

D. Authority

[Updated 11/19/2010]

The Faculty Handbook is a joint production of the [Faculty Senate](#) and [Academic Affairs](#), and it is maintained by the [Faculty Handbook Committee](#) of the Faculty Senate. Substantive changes to the Handbook are approved by the Faculty Senate. This online version is the official version of the Handbook.

Chapter II: About UNCW

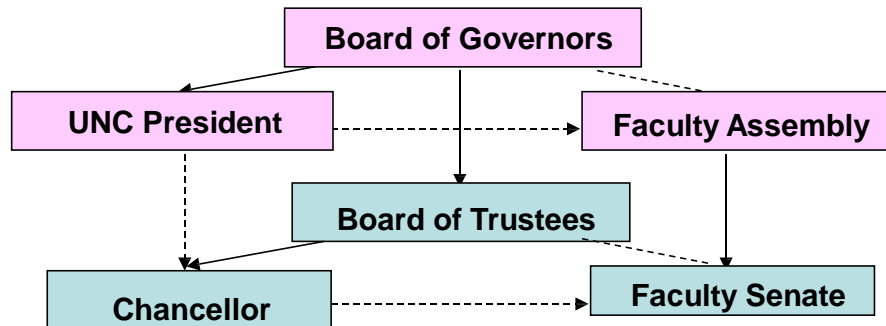
A. The UNC System

1. Overview

[Updated 06/04/2014]

The NC State Constitution as revised in 1970 mandates that "The General Assembly shall maintain a public system of higher education, comprising The University of North Carolina and such other institutions of higher education as the General Assembly may deem wise. The General Assembly shall provide for the selection of trustees of The University of North Carolina. . . ." this provision has been in the Constitution since 1868.

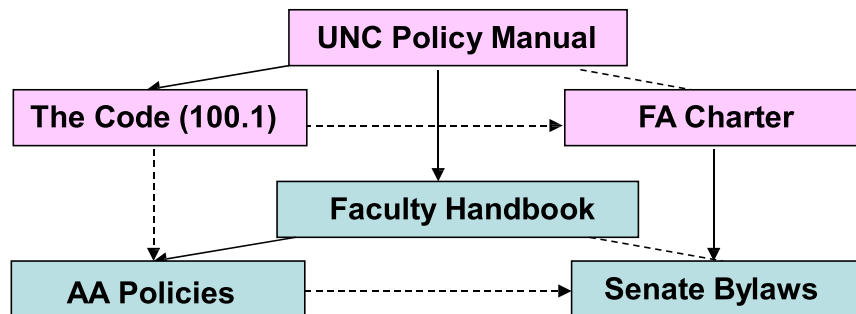
UNC is composed of 17 campuses each with a chancellor and a board of trustees.



[BOG](#) – 32 members elected by the General Assembly. Charged with "the general determination, control, supervision, management, and governance of all affairs" of UNC campuses

[UNC President](#) – Chief UNC administrative officer

Figure 1: UNC Governance Structure



[UNC Policy Manual](#) – Campus-wide policies of the BOG

[The Code](#) – Main UNC Governance document

[FA Charter](#) – Elected representatives of the 17 campuses

[Faculty Handbook](#) – This document.

[Faculty Senate](#) – Centerpiece of shared governance.

Figure 2: System and Campus Governance Documents

The [17 campuses](#) are responsible to a common [board of governors](#), who elect a [president](#) as chief administrative officer of the university.

Additional UNC links:

- a. [UNC Home](#)
- b. [History](#)
- c. [Mission](#)
- d. [Chancellors](#)

2. The Code

[Updated 10/21/2009]

[The Code of the Board of Governors](#) is the official governing document of the UNC Board of Governors.

[Section 18 of Chapter 1244 of the 1971 Session Laws for the state of North Carolina](#) directs the Board of Governors of the University of North Carolina to adopt, for itself and all constituent institutions, a revised code based upon The Code of the University of North Carolina as it may have existed prior to July 1, 1972. This new code was to be modified in such ways as the Board of Governors may deem desirable in order to take into account the practices and needs of all the constituent institutions.

The Code is part of the larger [Policy Manual](#) of the University of North Carolina.

3. The Board of Governors for the University of North Carolina

In accordance with North Carolina General Statute [GS 116-11](#) [1], the UNC Board of Governors is the policy-making body legally charged with determining, managing, and governing the affairs of all the constituent institutions. The duties of the BOG are described in [Chapter II of The Code](#). These include ensuring that financial resources are adequate for each institution's programs. The statute requires that the BOG submit a recommended budget for the university system and the constituent institutions to the Governor and the North Carolina General Assembly. These budgets prioritize new programs, enrollment increases, and capital improvements. The BOG is also responsible for setting tuition and fees and for dispersing funds among the seventeen constituent institutions. The UNC Board of Governors is composed of thirty-two voting members elected by the North Carolina General Assembly for four-year terms and also includes special non-voting members with varying terms such as former chairs of the Board, former governors and the president of the UNC Association of Student Governments (or that student's designee). Half of the Board is elected every two years. The BOG meets no fewer than six times per year by North Carolina statute [5]. Members of the UNC Board of Governors and minutes of their meetings are listed on the [Board of Governors website](#).

4. Office of the President

[Updated 07/15/2009]

a. The President

[The President](#) is the chief administrative and executive officer of the university and has complete authority to manage the affairs and execute the policies of The University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors and the provisions of The Code.

The President is the official administrative spokesperson for and the interpreter of the university, and as such, is responsible for the presentation and interpretation of all university policies, recommendations, and requests to the Board of Governors, the governor, state officers and commissioners, and the federal government. The President is the official administrative medium of communication between the Board of Governors and all individuals, officials, agencies, and organizations, both within and without the university and its constituent institutions.

The President recommends to the Board of Governors the adoption, modification, revision or reversal of policies, rules, and regulations applicable to The University of North Carolina and any or all of its constituent institutions. To this end, the President is empowered to establish and maintain agencies of inquiry and administrative lines of communication, which include the constituent institutions, to ensure prompt perception of needs for problem identification and analysis, decision, and policy formulation.

The President prepares the proposed budget of the University of North Carolina and submits such proposed budget to the Board of Governors for approval. The President assumes and retains at all times control over all budgets of the university.

Within the framework of the regulations of the Board of Governors, the President prescribes the specific duties and assignments of the principal officers reporting to him/her. The President may also establish and define the duties of all university councils and committees that advise and assist in the execution of his/her duties.

b. The Office of the President

The [Office of the President](#), located in Chapel Hill, comprises various divisions each headed by a vice-president who reports to the President.

5. The 17 UNC Campuses

A list of the home page of the [seventeen campuses](#) is found at the UNC website.

B. UNCW

1. General Information

[Updated 08/04/2009]

The University of North Carolina Wilmington is a public comprehensive university, one of seventeen constituent campuses of the University of North Carolina.

Address and Phone:

601 South College Road
Wilmington NC 28403-3297
28403
910.962.3000
[UNCW Directory](#)

Name:

The following are used as names of the university:

The University of North Carolina Wilmington
University of North Carolina Wilmington
UNCW (never UNC-W)
UNC Wilmington (never UNC-Wilmington)

Additional links:

- [UNCW Home Page](#)
- [Academic Standing](#)
- [Office of the Chancellor](#)
- [Academic Affairs](#)
- [Organizational Charts](#)
- [Statistics](#)

2. Mission Statement

The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to student engagement, creative inquiry, critical thinking, thoughtful expression, and responsible citizenship is expressed in our baccalaureate and masters' programs, as well as doctoral programs in areas of expertise that serve state needs. Our culture reflects our values of diversity and globalization, ethics and integrity, and excellence and innovation.

- [UNCW Mission webpage](#)

Adopted by the UNCW Board of Trustees on September 10, 2015,

Approved by the UNC Board of Governors on October 30 13, 2015

3. History

Education on the college level first came to Wilmington in 1946 when a college center was established under the direction of the North Carolina College Conference and under the administration of the Directorate of Extension of the University of North Carolina at Chapel Hill. The center offered courses on the freshman level to some 250 students during the academic year 1946-47. In 1947 a tax levy was approved by the citizens of New Hanover County, and Wilmington College was brought into existence as a county institution under the control of the New Hanover County Board of Education. In 1948 Wilmington College was officially accredited by the North Carolina College Conference and became a member of the American Association of Junior Colleges. In 1952 the institution was accredited as a junior college by the Southern Association of Colleges and Schools.

In 1958 New Hanover County voted to place the college under the Community College Act of the State of North Carolina. By virtue of this vote, the college became a part of the state system of higher education, and control passed from the New Hanover County Board of Education to a board of twelve trustees, eight of whom were appointed locally and four of whom were appointed by the governor of the state. At the same time the requirements for admission and graduation and the general academic standards of the college came under the supervision of the North Carolina Board of Higher Education, and the college began to receive an appropriation from the state for operating expenses in addition to the local tax.

On July 1, 1963, by an act of the General Assembly of North Carolina, Wilmington College became a senior college with a four-year curriculum, authorized to offer the bachelor's degree.

By vote of the Board of Trustees of the University of North Carolina in late 1968, with subsequent approval by the North Carolina Board of Higher Education and by an act of the General Assembly of North Carolina in 1969, Wilmington College became, on July 1, 1969, the University of North Carolina Wilmington. It, and the institution in Asheville previously designated as Asheville-Biltmore College, became the fifth and sixth campuses of the University of North Carolina.

On August 22, 1977 the Board of Governors of the University of North Carolina authorized the University of North Carolina Wilmington to offer its first graduate programs at the master's level.

In the spring of 1985 the Board of Governors of the University of North Carolina elevated the University of North Carolina Wilmington to a Comprehensive Level I University.

The programs offered by the university include four-year programs leading to the Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, and Bachelor of Social Work degrees within the College of Arts and Sciences, the Cameron School of Business, the Watson College of Education, and the College of Health and Human Services; graduate programs leading to the Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Education, Master of Fine Arts in Creative Writing, Master of Public Administration, Master of School Administration, Master of Science, Master of Science in Accountancy, Master of Science in Nursing, and Master of Social Work; a Ph.D. in marine biology, an Ed.D. in educational leadership; several post-baccalaureate and post-master's certificate programs, a variety of pre-professional programs, and special programs in a variety of areas, including marine science research and continuing education.

- [UNCW History Webpage](#)

4. Campus Map

The University of North Carolina Wilmington is located in the southeastern part of the state on a 661-acre tract on State Highway 132 (College Road) midway between the Cape Fear River and the Atlantic Ocean. The city of Wilmington is situated on the east bank of the Cape Fear River about fifteen miles from Carolina Beach and ten miles from Wrightsville Beach. The metropolitan statistical area, of which Wilmington is a part, now has a population in excess of 354,000. Several main highways lead into the city, and commercial air service provides easy access to other metropolitan areas north, south, and west.

Ocean breezes and the nearness of the Gulf Stream give Wilmington a delightful year-round climate, and the area's proximity to the ocean provides unlimited recreational opportunities.

In 1961 the first three buildings were built on the spacious, well-landscaped campus. The number of buildings has increased from three in 1961 to over 150 today. There are several athletic fields and intramural fields.

- [Maps and Directions](#)

5. Academic Calendar

The UNCW catalogue includes a calendar for the current academic year and a tentative calendar for the following year. Both calendars are subject to change, especially the tentative calendar, and are updated online as necessary.

- [University Calendar](#)

6. Catalogues

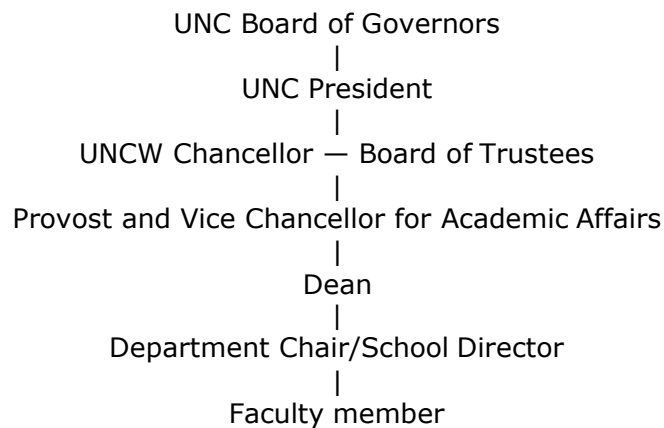
The UNCW undergraduate and graduate catalogues are only available online at <http://catalogue.uncw.edu>.

C. Administration

1. Overview

a. Lines of Reporting

Lines of reporting in the university as they affect faculty are as follows:



b. Organizational Charts

[Updated 06/08/2015]

- UNCW [Organizational Charts](#)
- Organizational Charts of the Divisions:
 - [Academic Affairs and Academic Units](#)
 - [Business Affairs](#)
 - [Student Affairs](#)

c. Other Links

- [Offices and Services](#)
- [Board of Governors](#)

- [Board of Trustees](#)
- [Chancellor's Office](#)
- [Academic Affairs](#)

2. UNCW Board of Trustees

[Updated 08/03/2009]

The [Board of Trustees](#) is composed of thirteen [members](#), eight of whom are elected by the Board of Governors, four of whom are appointed by the Governor, and one of whom is the President of the Student Government Association, who serves ex officio as a voting member. The President of the Faculty Senate, who is not a member of the Board of Trustees, is invited to meetings of the full board. All trustees, except the ex officio member, are appointed for four-year terms, and no one may serve more than two four-year terms in succession. No person may serve simultaneously as a member of the Board of Trustees and as a member of the Board of Governors, and members may generally not serve on other state-appointed policy-making Boards.

The Board of Trustees holds at least four regular meetings a year (see [schedule](#)) and may hold such additional meetings as may be deemed desirable. There are several [standing committees](#) of the Board.

The Board of Trustees promotes the sound development of the institution within the functions prescribed for it, advises the Board of Governors on matters pertaining to the institution, and serves as adviser to the Chancellor concerning the management and development of the institution. The Board of Trustees assumes any other powers and duties as defined and delegated to it by the Board of Governors, particularly through the "[Delegations of Duty and Authority to Boards of Trustees](#)," which are appended to [The Code](#) (Appendix 1).

3. The Chancellor

[Updated 07/16/2009]

a. Description

The Chancellor is the administrative and executive head of the university and exercises complete executive authority therein, subject to the direction of the Board of Trustees and the President.

Links:

- [Office of the Chancellor Home](#)
- [Chief of Staff](#)
- [Cabinet](#)

- [Staff Reporting Directly to the Chancellor](#)
- [Board of Visitors](#)

b. Duties

The duties of the Chancellor, which are summarized here, are described in full in [Section 502 of The Code](#).

The Chancellor is responsible for carrying out policies of the Board of Governors and of the Board of Trustees and for keeping the President, the Board of Governors (through the President), and the Board of Trustees fully informed concerning the operations and needs of the institution. On or before June 30th of each year the Chancellor prepares for the Board of Governors and for the Board of Trustees a detailed report on the operation of the institution for the preceding year. The Chancellor attends all meetings of the Board of Trustees.

Subject to policies prescribed by the Board of Governors and by the Board of Trustees, the Chancellor makes recommendations for the appointment, promotion, removal, and compensation of personnel within the institution and for the development of educational programs.

The Chancellor presents to the President all matters concerning the institution which are to be considered by the Board of Governors or any of its committees. In accordance with prescribed administrative procedures uniformly applicable to all constituent institutions, the Chancellor participates in the development of the proposed budget of The University of North Carolina.

The Chancellor is the official medium of communication between the President and all vice chancellors, deans, chairpersons of departments, directors and all other administrative officers, faculty members, students, and employees. The Chancellor is also the official medium of communication between the Board of Trustees and all individuals, officials, agencies, and organizations, both within and without the institution.

Subject to policies established by the Board of Governors, the Board of Trustees, or the President, the Chancellor is the leader of and official spokesperson for the institution. The Chancellor promotes the educational excellence and general development and welfare of the institution and defines the scope and authority of faculties, councils, committees, and officers of the institution.

The Chancellor is a member of all faculties and other academic bodies of the institution and has the right to preside over the deliberations of any legislative bodies of the faculties of the institution. The Chancellor is responsible for ensuring that there exists in the institution a faculty council or senate which is

either the general faculty or a subset of the faculty, a majority of whom are elected by and from the members of the faculty. Although the faculty is served by a president elected either by the general faculty or by the council or senate, the Chancellor may attend and preside over all meetings of the council or senate.

The Chancellor ensures the establishment of appropriate procedures within the institution to provide faculty the means to give advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria.

Subject to the policies and regulations of the Board of Governors and the Board of Trustees, the Chancellor exercises full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, the Chancellor may delegate such authority to faculty committees and to administrative or other officers of the institution or to agencies of student government.

4. Divisions

a. Academic Affairs

[Updated 06/23/2011]

The Division of Academic Affairs is headed by the Provost and Vice Chancellor for Academic Affairs. Academic Affairs encompasses all academic units, and the offices of Enrollment Management, and Office of the Arts.

The Provost is responsible to the Chancellor for all matters related to academic affairs, including organized research, admissions, financial aid, records, and library services. In each of these areas the Provost has administrative responsibility for budgets, personnel, and programs. These responsibilities include budget development and management; personnel decisions including recommendations for reappointment, termination, promotions in rank, tenure, and salary increases; and the development and maintenance of appropriate programs.

As the chief academic officer for the university, the Provost is responsible for the planning and development of both undergraduate and graduate programs, academic support areas, and facilities required to accommodate such programs. In collaboration with the academic deans, the Provost provides academic leadership for the university. The Provost also serves as the Chief Operating Officer (COO) for the university. Links:

- [Academic Affairs Home](#)

- [Academic Units](#)
- [Organizational Chart](#)
- [Staff \(Including Directors\)](#)
- [Policy and Reports](#)
- [Provost's Committees](#)

b. Business Affairs

[Updated 07/16/2009]

The Division of Business Affairs is headed by the Vice Chancellor for Business Affairs.

The Vice Chancellor for Business Affairs is the Chief Fiscal Officer (CFO) of the institution. As the head of the Business Affairs division, the Vice Chancellor is responsible for financial affairs, including capital management, receipts and disbursements, maintenance of financial records, and preparation of the biennial budget documents; physical resources, including buildings and grounds maintenance and capital improvements; security and safety services; campus communication services, auxiliary services, and a variety of other administrative/business functions. The Vice Chancellor is a liaison to the Business Affairs Committee of the Board of Trustees, the Endowment Board of Trustees, and the treasurer of the University Foundation. The main units under Business Affairs are Finance, Facilities, Business Services, Human Resources, Information Technology, and University Police.

Links:

- [Business Affairs Home](#)
- Organizational Chart and Staff Directory
- [Divisions](#)
- [Policies](#)

[Updated 04-26-2021]

c. Student Affairs

The Division of Student Affairs is led by the Vice the Chancellor for Student Affairs, who is responsible for the comprehensive direction, administration, and oversight of student life and student services at UNCW. The Vice Chancellor is the spokesperson for student services and student needs, quality of life, and co-curriculum outside the classroom; is responsible for policy, long-range planning, budgeting, personnel, and leadership in the administration of student services/student development; and oversees

the following departments which comprise the Division of Student Affairs: Abrons Student Health Center, Assessment Research and Planning, Campus Life, Campus Life

Arts & Programs, Campus Activities and Involvement, Campus Recreation, CARE (Collaboration for Assault Response & Education), Career Center, Counseling Center, Crossroads (substance education), Office of the Dean of Students, Office of Disability Resource Center, Health Promotion, Housing and Residence Life, Office of Student Leadership & Engagement (OSLE), Student Media, Title IX and Clery Compliance, Transition Programs (orientation and commencement), University ADA Compliance, University Learning Center, and University Testing Services.

- [Student Affairs Home](#)
- [Organizational Chart](#)
- [Departments](#)

d. University Advancement

[Updated 08/04/2009]

The Division of University Advancement is headed by the Vice Chancellor for University Advancement.

The Vice Chancellor for University Advancement is the chief development officer of the institution. The Vice Chancellor is responsible to the Chancellor for the management and coordination of all private-sector fundraising, except athletics; supervises division personnel in the identification, cultivation, solicitation, and stewardship of all constituent groups including alumni, parents, friends, and faculty/staff; is responsible for alumni relations, special events, gift processing and receipting for all private gifts to the university, prospect research and management, annual giving programs, and planned giving services; serves as the liaison to the External Affairs Committee of the Board of Trustees and manages the university's Board of Visitors; and serves as Executive Director of the UNCW Foundation and as an ex officio member of the Board of Directors of the UNCW Alumni Association, both of which are separately incorporated organizations.

Links:

- [University Advancement Home](#)
- Organizational Chart
- [Staff Directory](#)

- [Public Relations: University News](#)

5. Selection of Administrators

[Updated 07/16/2009]

All hiring processes are reviewed by Human Resources to assure that institutional commitments to equal employment opportunity and affirmative action principles are respected.

a. Chancellor

The Board of Governors elects, on nomination of the President, the chancellor of each constituent institution. The President nominates from a list of not fewer than two names recommended by the institutional Board of Trustees (see [The Code, Section 500 B, \(1\)](#)). Specific procedures for the identification of candidates are established by the President and Board of Trustees.

b. Vice Chancellors and Senior Academic and Administrative Officers

The Board of Governors appoints, on recommendation of the President and of the Chancellor, all vice chancellors and senior academic and administrative officers (see [The Code, Section 500 B, \(2\)](#)). Specific procedures and responsibilities for the identification of candidates for these positions are established by the Chancellor.

The procedures include development of a position description, announcement of the position, and establishment of a search committee whose responsibility is to review applications, interview final candidates, and submit a recommendation to the appropriate administrative officer. Faculty members are asked to serve on the various search committees.

c. Department Chairs/School Directors

The Chancellor appoints, on the recommendation of the Provost and Vice Chancellor and the appropriate dean, all chairpersons and school directors. The responsibility for the process leading to a recommendation is delegated to the dean.

6. Faculty Evaluation of Administrators

[Updated 12/02/2009]

At the end of every spring semester, each member of the faculty is asked to evaluate the Chancellor, the Provost, the graduate dean, and the faculty member's academic dean and department chair. A multi-item instrument called Faculty Perceptions of Administrative Performance has been used for this purpose since April 1989. In addition, the overall performances of certain other administrative officers are evaluated by the faculty on a supplementary form. The results of these evaluations are made available to the evaluatee and his or her immediate supervisor and are intended to provide information for self-improvement as well as for evaluation of the individual's performance by the supervisor. The Evaluation Committee of the Faculty Senate (Senate Bylaws,

Article V.C.1.e) monitors the process of evaluation of administrators and seeks ways to continually improve it.

At the end of four years of service, academic deans are reviewed by the Provost and the Chancellor. As a part of the review process, department chairpersons, other administrators, and faculty from the appropriate college or school are invited to meet with a review committee to provide feedback about the performance of the dean. The committee serves as a conduit and organizing mechanism for feedback rather than as a body to recommend any course of action. Faculty from the appropriate college or school are appointed to the committee by the Provost with the concurrence of the President of the Faculty Senate.

The deans conduct annual performance reviews of chairs/directors.

Chapter III: Faculty Governance

A. The Code

The official governing document for the UNC system is section 100.1 of the [UNC Policy Manual](#) referred to hereafter as The Code. A copy of the entire content of [The Code](#) in PDF format is available at the Faculty Senate site.

[The Code](#) is divided into nine chapters as follows:

- Chapter I Establishment, Incorporation, and Composition of UNC
- Chapter II The Board of Governors
- Chapter III Committees of the Board of Governors
- Chapter IV Boards of Trustees
- Chapter V Officers of the University
- Chapter VI Academic Freedom and Tenure
- Chapter VII Finances, Property, and Obligations
- Chapter VIII Matters Involving Non-public Institutions
- Chapter IX Miscellaneous Provisions

Chapter V, section 502 D of The Code includes the statement “the chancellor shall be responsible for ensuring that there exists in the institution a faculty council or senate,

a majority of whose members are elected by and from the members of the faculty.” This chapter is the source of authority for faculty governance and the establishment of the faculty senate as described in the UNCW Faculty Governance Document, which follows.

Chapter VI of The Code contains the UNC policies on academic freedom and tenure. The local implementation of these policies is the basis for the regulations on Faculty Employment.

B. UNCW Faculty Governance Document

[Adopted August 30, 1977. Amended on several occasions up to and including June 4, 1987]

[Updated 06/17/2019]

Article I: The Faculty

Section a. The Faculty shall consist of those persons employed full-time by the University of North Carolina Wilmington who hold the rank of professor, clinical professor, professor of practice, associate professor, clinical associate professor, associate professor of practice, assistant professor, clinical assistant professor, assistant professor of practice, clinical instructor, instructor of practice, or lecturer. For the purposes of voting an eligible lecturer shall be defined as one who is employed at least 0.90 FTE

[Updated 10/30/2013]

Section b. All members of the Faculty shall be entitled to vote.

Section c. The Faculty has the responsibility to preserve, generate, transmit, and apply knowledge and understanding and to foster and support the vital spirit of open inquiry and critical thinking.

Section d. The Faculty is accountable for the quality of instruction and scholarship at this university and accepts the responsibility and authority, both primary and shared, for developing, monitoring, and modifying policies affecting the academic environment, including but not limited to:

1. setting minimal general degree requirements for the university, to which the faculties of individual colleges, schools, and departments may add requirements for their graduates (the requirements in the specific areas of concentration shall be determined by the department faculties in consultation with the appropriate dean);
2. setting minimal university admission standards (the faculties of individual colleges, schools, or departments may add standards or set higher standards than those set by the Faculty generally);
3. establishing curricula; reviewing existing programs, including auxiliary academic programs (e.g., continuing education); deleting programs; developing and reviewing proposed new programs;

4. establishing grading systems and grade-appeal procedures; setting academic policies concerning withdrawal, suspension, retention, repeating courses, academic classification, continuation in residence, and class attendance of students; setting examination policies;
5. establishing policies and standards for the granting of academic credit, including credits transferred from other institutions;
6. establishing policies for the granting of degrees, academic and honorary, and acting to award such degrees;
7. establishing policies concerning promotion, appointment, reappointment, and tenure of faculty;
8. establishing policies governing academic counseling of students;
9. establishing policies regarding faculty research and the allocation of those UNCW research funds which are available to the general faculty; and
10. establishing policies and procedures for the evaluation of faculty members and administrators.

Section e. The Faculty has the responsibility and authority to provide to the administration recommendations concerning the development and implementation of other policies affecting academic life. This requires timely consultation on policies including, but not limited to:

1. the academic calendar,
2. salary adjustments,
3. academic leave,
4. academic workloads,
5. allocation of academic positions,
6. appointment and retention of administrators,
7. library user services and collection development,
8. grants and contracts,
9. academic computer use,
10. course scheduling,
11. allocation and use of existing facilities,

12. transportation and parking,
13. design and use of new facilities,
14. student conduct and discipline,
15. faculty welfare including benefits.

Section f. The Faculty shall delegate to the Faculty Senate all of the duties and responsibilities listed in Sections d and e.

Section g. Any member or group of members of the Faculty may present, in writing, items for Senate consideration. Such requests shall be sent at least one week before the scheduled meeting to the Faculty Senate President, who shall see that the items are placed on the agenda of the next meeting. This agenda shall be distributed to all faculty members at least three days before the meeting.

Section h. The Faculty may at any time review the actions of the Faculty Senate and by mail ballot after an open discussion at the Faculty meeting (regular or called):

1. The Faculty, by a one-third vote of the total Faculty, may require the Senate to reconsider any Senate action.
2. The Faculty, by majority vote of the total Faculty, may overrule any Senate action.
3. The Faculty, by majority vote of the total Faculty, may act on responsibilities listed in Sections d and e of Article I. This action shall supersede any contrary action of the Senate.

Article II: Officers of the Faculty

Section a. The Officers of the Faculty shall consist of a President, a Vice President, and a Secretary. The President, Vice President, and Secretary of the Faculty Senate shall be the Officers of the Faculty.

Section b. The Chancellor shall ordinarily preside at general faculty meetings; the President of the Faculty Senate shall ordinarily preside at meetings of the Senate.

Section c. The Secretary shall be responsible for the minutes of each faculty meeting, shall furnish copies of the minutes to all members of the Faculty and the Student Government President prior to the next meeting, and shall maintain a permanent file of the minutes.

Article III: Faculty Meetings

Section a. The Faculty shall meet at least once each semester.

Section b. Special meetings of the faculty may be called by the Chancellor, by the chief academic officer, by the President of the Senate, by the Faculty Senate, or by written petition of ten percent of the total faculty.

Section c. A quorum shall consist of twenty-five percent of the total membership of the faculty.

Section d. All meetings of the faculty shall be conducted in accordance with *Robert's Rules of Order Newly Revised*, latest edition.

Article IV: The Faculty Senate

Section a. The Faculty Senate shall have the power to act for the faculty in all matters of faculty concern not otherwise provided for in this document. The Faculty Senate shall be the legislative body of the faculty.

Section b. The Chancellor shall be ex officio a voting member of the Senate. The chief academic officer and the dean of each college or school shall be ex officio non-voting members of the Faculty Senate.

Section c. All departments, including the Library, shall be represented in the Faculty Senate on a proportional basis. The Faculty Senate shall determine the ratio of senate representatives to faculty.

Section d. Those faculty members who are not formally assigned to a department shall be assigned to a department for purposes of voting for Faculty Senate representatives only. Such assignments shall be made by the chief academic officer in consultation with the President of the Faculty Senate.

Section e. Representatives to the Faculty Senate shall be elected by secret ballot for two-year (staggered) terms.

Section f. A department can, by a two-thirds vote of its total membership, recall any of its senators.

Section g. The Faculty Senate shall establish its bylaws and standing rules, setting procedures for elections of senate representatives, the conduct of meetings, duties of officers, and establishment and responsibilities of committees.

Section h. If the Chancellor suspends, overrules, or asks for reconsideration of any action of the Faculty Senate and/or the faculty, he/she shall notify the President of the Faculty Senate of such action and the reasons therefore within two weeks. The senate and/or the faculty will reconsider its action and determine the appropriate course to follow.

Section i. The officers of the Faculty Senate shall be a President, a Vice President, and a Secretary. Each shall be elected annually from and by the elected senate membership.

Section j. The Faculty Senate shall normally meet at least once each month during the regular academic year.

Section k. The Faculty Senate--with previous notice--may enact, amend, or repeal the bylaws by two-thirds vote of its total membership.

Article V: Committees

Section a. All Faculty committees shall be committees of the Faculty Senate.

Section b. The Senate Bylaws shall specify the charge and membership of all standing committees and provide for ad hoc committees.

Section c. At least one-third of the membership of faculty standing committees shall be drawn from the faculty who are not members of the Faculty Senate (except in cases where the Senate Bylaws dictate otherwise).

Section d. The faculty committees shall keep records of their meetings and proceedings. Copies of these records, except those records involving individual personnel matters, shall be placed on file with the Secretary of the Senate and shall be available for inspection by all members of the faculty. Each committee of the faculty shall present an annual report to the faculty at the close of the academic year.

Article VI: Amendments and Effective Date

Section a. Amendments to this Governance Document shall be approved at a regular or special meeting, by a two-thirds majority vote of all voting members of the senate. At least ten days prior to the date of the vote, the proposed amendment must have been submitted in writing to those entitled to vote for members of the senate.

Section b. Such amendments shall then be submitted in writing to the faculty, and unless disapproved by at least one-third of the total faculty within thirty days by written vote, shall be considered ratified. The amendment shall take effect upon approval by the Chancellor.

Section c. All other documents of governance previously adopted by the faculty are and shall be null and void.

C. Faculty Senate Bylaws

[Updated 09/03/2003]

The UNCW Faculty Governance Document states: "The Faculty Senate shall have the power to act for the faculty in all matters of faculty concern not otherwise provided for in this document. The Faculty Senate shall be the legislative body of the faculty" ([Governance Document. Ch.III.B, Art.IV.a](#)).

Links:

- [Senate Home Page](#)
- Duties of the Faculty Delegated to the Senate ([Ch.III.B, Art.IV.a](#))
- [Senate Standing Rules](#)

Article I: Membership

a. Qualifications

[Updated 03/03/2011]

1. To be eligible to serve in the Senate as an elected representative one must be a full-time faculty member of the University of North Carolina Wilmington. [See [Ch. III.B, Art. I.a](#)]
2. The Chancellor shall be an ex officio voting member of the Senate. The chief academic officer and the dean of each college or school shall be ex officio non-voting members of the Faculty Senate. [See [Ch. III.B, Art. IV.b](#)]
3. The chair of each standing Senate committee, or another committee member elected by the committee, shall be an ex officio non-voting member of the Senate. A faculty member may serve simultaneously as a departmental senator and as a committee senator. [Revised 2/15/11]
4. A representative of the Student Government Association, appointed by the SGA President and approved by a simple majority of the SGA legislative body, shall be a non-voting member of the Senate and shall serve for a one-year term. [Added 4/17/01]

b. Selection

[Updated 05/23/2011]

1. The faculty of each department, the faculty of each school or college having no department, and the faculty of the library shall elect by secret ballot one representative for each ten full-time faculty members or fraction thereof provided that the fraction is one-half or larger. Any academic unit listed in the preceding sentence with less than five faculty members shall be entitled to one representative. The number of representatives shall be based upon the number of faculty employed at the beginning of the fall semester. [See [Ch. III.B, Art. IV, Sec. c, d, e](#)] [Revised 2/15/11]
2. Departments shall elect their senators for any subsequent year prior to the determination of teaching schedules for the following fall semester. [See [Ch. III.B, Art. IV, Sec. c, d, e](#)]
3. Each department chairperson shall submit the names of elected Senate delegates to the President of the Senate no later than February 1 or immediately following the filling of a vacancy.

c. Term of Office

[Updated 09/03/2003]

1. Senate terms of office for elected representatives shall be two years, except when one-year terms are necessary to insure staggered representation. [See [Ch. III.B, Art. IV.e](#)]
2. A department can, by two-thirds vote of its total membership, recall any of its senators. [See [Ch. III.B, Art. IV.f](#)]
3. When a vacancy occurs in any elected Senate position, the department wherein the vacancy occurred shall elect a representative to complete the unexpired term.
4. A senator who wishes to resign shall submit a letter of resignation specifying the effective date of resignation to the chairperson of the department concerned. Copies shall be sent to the President and the Secretary of the Senate.
5. The President and the Immediate Past President of the Senate, if not elected Senate representatives, shall be senators-at-large during their terms of office. [See [Ch. III.C, Art. III.c.](#) of these Bylaws, and [Ch. III.B, Art. IV.i](#)]

d. Alternate Members

[Updated 09/20/2004]

1. A senator who is unable to be present at a meeting of the Senate shall designate another full-time faculty member from the absent senator's department or standing committee to serve as an alternate member of the Senate for that meeting only. The alternate member shall have the same voting privileges as the absent senator.
2. Alternate members shall identify themselves at roll call when the absent senator's name is called.
3. A senator who expects to be absent from more than two Senate meetings in any semester or more than three meetings in an academic year is expected to resign from the Senate so that the department or standing committee may elect a replacement.

Article II: Meetings

Regular meetings of the Faculty Senate shall be held once a month during the academic year. Special meetings may be called by the President of the Senate, by the Chancellor, or upon the written request of ten members of the Senate or twenty members of the faculty.

a. Agenda

[Updated 09/03/2003]

1. The agenda for each meeting shall be prepared by the President of the Senate in consultation with the Senate Steering Committee.
2. The agenda of regular meetings shall include:
 - (a) Call to Order
 - (b) Roll Call
 - (c) Approval of the Minutes
 - (d) Report of the Chancellor and/or Member of Administration
 - (e) Report of the President of the Senate
 - (f) Report of the Faculty Assembly Delegates
 - (g) Committee Reports
 - (h) Old Business
 - (i) New Business
 - (j) Announcements
3. Items for Senate consideration may be presented, in writing, by any member or group of members of the faculty. Such requests shall be sent at least one week before the scheduled meeting to the President, who shall see that the items are placed on the agenda of the next meeting. [See [Ch. III.B, Art. 1.g](#)]
4. The agenda shall be followed unless set aside by a two-thirds majority of those present.
5. The agenda and the minutes of Senate meetings shall be distributed to all faculty, vice chancellors, members of the Board of Trustees, chairpersons of Faculty Senates/Councils at the other constituent universities within the UNC system, and the President of Student Government Association.

b. Conduct of Business

1. A quorum of the Senate shall consist of two-thirds of the voting members. When a meeting cannot be held or must adjourn because the quorum needed to conduct business is not present, a formal roll call shall be entered in the minutes.
2. Any proposal which comes before the Senate under "New Business," but has

not been included on the distributed agenda, shall be referred to the appropriate committee for consideration. Such a proposal shall not be acted upon at the same session in which it is introduced except by a vote of two-thirds of those present.

3. Committee reports placed on the agenda should be presented by a representative of that committee, who shall have the implied consent of the Senate to speak during the debate concerning that report.
4. Faculty who are not members of the Senate may be present at Senate meetings but shall not be entitled to vote or make motions.
5. With the consent of a majority of senators present, the Senate President may grant non-senators the privilege to speak.
6. The President of the Senate or the Chancellor may invite other persons to attend meetings of the Faculty Senate.

c. Voting

1. Voting in the Senate shall be by voice or electronic vote, except that the President or any member may request a vote by division. When a vote by division is taken, the record of the vote shall be announced and entered in the minutes. At the request of a member and with the concurrence of one-third of the members present, the record of the vote of each member of the Senate on any proposal shall be entered in the minutes.
2. The Senate President shall have a vote in all matters.
3. All elections shall be by written ballot. The President shall appoint tellers for each election and shall read into the minutes the names of those elected.
4. For elections conducted within the Senate, an individual must receive a majority of the votes cast to be elected. If more than the prescribed number receive a majority vote, the places are filled by the proper number receiving the largest number of votes. If this is impossible due to some candidates receiving an equal number of votes, then all candidates receiving more than this number are elected, and all other candidates remain on the ballot for the necessary repeated balloting. If fewer than the proper number receive a majority vote, those who do have a majority are elected, and all other candidates remain on the ballot for the necessary repeated balloting.

d. Executive Session

1. The Senate shall assemble in executive session to consider honorary degree candidates and personnel actions.

2. Minutes of executive sessions shall be kept separately and shall be distributed at a later date.
3. For all votes taken in executive session, the Steering Committee will act as tellers.

e. Virtual Session

When the Senate is not in session and the President receives a motion that, in the President's judgment after consultation with the Steering Committee, requires Senate action prior to the next scheduled meeting and for which the calling of a special session would be impractical, the President may call a Virtual Session of the Senate via electronic mail sent to a mailing list of all senators. The notice shall state the motion and invite all senators to debate the matter by sending electronic mail to the mailing list. Following the discussion, the President shall call for a vote, and senators will send their ballots via electronic mail or in writing to the President. A motion carries if a majority of senators eligible to vote cast affirmative ballots, or if the number of senators casting ballots constitutes a quorum and a majority of these senators cast affirmative ballots. Action on such a motion shall be reported in the minutes of the next Senate meeting. [adopted 3/18/97]

Article III: Officers and Steering Committee

a. Elected Senate Officers

1. **President.** The Senate President shall preside at Senate and Senate Steering Committee meetings, serve as President of the Faculty, oversee the work of the Senate and its committees, and carry out the responsibilities specified in these Bylaws. The President shall also conduct two annual orientation meetings early each academic year: one for chairs of the faculty committees of the Senate, and another for new senators.
2. **Vice President.** In addition to duties delegated by the President, the Vice President shall carry out the responsibilities of the President when the President is absent. The Vice President will serve as the elections officer for the autonomous committees ([Appendix b.1](#)). The Vice President shall succeed the President when the office of President becomes vacant.
3. **Secretary.** The Secretary shall oversee the work of the employed secretary assigned to the Faculty Senate, keep the minutes and maintain the records of the Senate and the Steering Committee, and provide for faculty access to such records.

b. Steering Committee Membership

1. The members of this committee shall include the President, Vice President, and Secretary of the Senate and four additional senators selected by the Senate.
2. If not among those named above, the President-Elect and the Immediate Past President shall also be members of the Steering Committee during their terms of office.

c. Election of Officers and Terms of Office

1. The President-Elect of the Senate shall be elected from the Senate at a December meeting and assume the office of President on July 1 of the following year. [Revised 9/10/96]
2. An individual may serve a maximum of four consecutive terms as President of the Senate, and may subsequently be re-elected.
3. The Vice President, the Secretary of the Senate, and the four additional members of the Steering Committee shall be elected by the Senate at its first meeting of the academic year.
4. The President shall become Immediate Past President when a new president assumes office and shall hold this position for one year.
5. In the event that a Steering Committee position (except the position of President or Immediate Past President) becomes vacant, the Steering Committee shall promptly conduct an election to fill the vacant position.
6. Terms of office for officers of the Senate and members of the Steering Committee are one year

d. Steering Committee Duties

1. Appoint the members of all standing committees of the Senate.
2. Advise the Chancellor and chief academic officer on matters of mutual concern to both administration and faculty at such times that the full Senate is unable to convene.
3. Provide for study and review of the Faculty Handbook and recommend to the Senate such revisions or amendments as are deemed appropriate and necessary.
4. Conduct elections for Autonomous Faculty Committees [see election

procedures] and Faculty Assembly delegates.

5. Assist the President of the Senate in preparing the agenda of Senate meetings.
6. Assist the President of the Senate in preparing and administering the Senate budget.
7. Determine whether recommendations originating with standing committees are substantive and require a vote of the Senate. All such determinations shall be reported in a timely fashion to the Senate by the President of the Senate.

e. Appointees

1. **Parliamentarian.** The President of the Senate shall appoint a parliamentarian to advise the Senate on matters of parliamentary procedure necessary to the orderly conduct of business. The term of the appointment shall be one year.
2. **Time-Keepers.** The President of the Senate shall appoint time-keepers when appropriate.
3. **Tellers.** The President of the Senate shall appoint tellers for the purpose of counting ballots.

f. Employed Secretary

The Senate shall have an employed (non-voting, non-member) secretary of at least quarter time.

Article IV: Faculty Assembly Delegates

1. The President of the Faculty Senate and two other delegates elected by the faculty shall represent UNCW as members of the [Faculty Assembly](#) of the UNC system. [Revised 3/17/98]
2. Nominations for elected delegates shall be made by the Senate at the December meeting. Nominees may be members of the Senate or the general faculty; the Senate shall nominate no more than four (and no fewer than two) candidates for each delegate position.
3. A ballot which lists the nominees shall be distributed to the voting members of the faculty; faculty members shall be instructed to vote for one candidate; the candidate receiving the highest number of votes shall be the delegate.

4. Each elected delegate shall serve a term of three years; terms of the three delegates shall be staggered.
5. Delegates who are not members of the Senate shall attend meetings of the Senate to be informed of its actions, to receive its advice, and to report to it concerning the Faculty Assembly.
6. Alternates to the Faculty Assembly shall be selected from the pool of previous delegates by the President of the Faculty Senate on an as-needed basis.

Updated 10-27-2020

Article V: Committees

a. Types of Committees

1. **Standing Committees of the Senate.** The standing committees of the Senate are as follows: [See also section C.1 for duties and membership of these committees.]
 - (a) Academic Standards Committee
 - (b) Budget Committee
 - (c) Buildings and Grounds Committee
 - (d) Committee on Student Matters
 - (e) Committee on Diversity, Equity and Inclusion
 - (f) Evaluation Committee
 - (g) Faculty Engagement and Outreach Committee
 - (h) Faculty Handbook Committee
 - (i) Faculty Welfare Committee
 - (j) Fixed-Term Faculty Committee
 - (k) Information, Technology and Library Resources Committee
 - (l) Research Committee
 - (m) University Curriculum Committee
 - (n) University Studies Advisory Committee
2. Autonomous Faculty Committees. The autonomous faculty committees are:
 1. Faculty Hearings Panel

2. Faculty Professional Relations Committee (Faculty Grievance Committee)
3. Committee on Reappointment, Tenure, and Promotion
3. Ad Hoc Committees. The President of the Senate may appoint various ad hoc committees to deal with specific issues or to assist the Steering Committee. These committees may include any combination of senators or members of the general faculty. The Senate may also establish ad hoc committees and specify the method of selecting their members.
4. Administrative Committees. Other University committees that are not committees of the Senate are listed below
 1. [Provost's Committees](#). These are advisory committees to the provost or academic programs such the Honors College and the Center for Teaching Excellence. Membership is drawn from an annual preference form that is sent to all faculty members in late spring semester.
 2. [Chancellor's Committees](#). These committees of the administration are mandated, regulatory, or advisory committees that report directly to the Chancellor or other administrative officer. Committee composition and membership is determined by the Chancellor.

b. General Provisions

[updated 07/01/2021]

1. Standing Committees of the Senate

- (a) **General Duties.** Standing committees of the Senate exist to assist the Faculty Senate in the performance of the duties assigned by the Faculty Governance Document. Unless these Bylaws specifically state otherwise, each committee is responsible to, and reports to, the Senate. A committee assists the Senate by:
 - (1) Studying and reporting its recommendations to the Senate regarding any matter that may be submitted to it by the Senate or the general faculty. A committee may also consider matters within its jurisdiction submitted to it by the administration, the Student Government Association, or any faculty member or group of faculty members. Standing committees are given authority to conduct surveys or other tools to gather information from faculty to inform their decisions and should consult the Office of Institutional Research.
- (b) **Membership Selection.** Members of standing committees shall be appointed by the Senate Steering Committee. In the selection of faculty members the Senate Steering Committee shall consider responses to committee preference forms and the need for appropriate representation of the various sectors of the faculty. On those committees where college/school representation is not specified, the Steering Committee should

ensure representation from each of the three professional schools/colleges and the College of Arts and Sciences. At least one-third of the members of each committee shall not be senators. Student members shall be appointed upon receipt of recommendations from the President of the Student Government Association.

Each Standing Committee of the Senate shall include an ex officio dean's representative who serves as a delegate to the provost to collectively ensure a broad perspective of the campus community. The ex officio dean's representative is appointed each year by the provost.

(c) **Term of Office.** Except where other terms of office are specified, faculty members shall serve two-year staggered terms, and may be reappointed for an additional term. Student members shall serve one-year terms.

(d) **Conduct of Business**

- (1) **Organizational Meeting.** All standing committees shall be convened no later than September 30 by the previous chairperson or, in the chairperson's absence, by a committee member designated by the Steering Committee. The purpose of the meeting shall be to elect officers, to review the responsibilities given to the committee by the Senate, and to determine the conduct of committee business.
- (2) **Quorum.** To conduct business a majority of the voting members of the committee shall be present.
- (3) **Alternates.** A committee member may appoint an alternate. Alternates may attend committee meetings to observe or report, but may not vote or act in any other official capacity.
- (4) **Hearings.** When issues of major importance are under consideration, committees shall hold hearings at which time any faculty member, administrator, or student may give testimony. Due notice shall be given prior to the holding of hearings.

(e) **Records**

- (1) The chairperson of each committee shall be responsible for minutes of committee meetings.
- (2) Copies of minutes of committee meetings shall be sent to the President of the Senate with a file copy for the Secretary.
- (3) Outgoing committee chairpersons shall provide information to newly appointed chairpersons when requested to do so.

(f) Reports

- (1) After each meeting of the committee, the chair shall provide the President of the Senate with a list of all recommendations considered and the action taken on each recommendation, as well as a list of current or pending issues.
- (2) Periodic reports may also be made to the Senate at a Senate meeting.
- (3) All standing committees shall submit written reports to the President of the Senate at the end of the academic year for distribution to the faculty. [See [Ch. III.B, Art. V, Sec. d](#)]

(g) **Orientation Meeting.** By October 31 of each year, the chairpersons of standing committees shall meet with the President of the Senate and members of the Steering Committee for orientation and planning.

2. Autonomous Faculty Committees

- a. **General Duties.** Each of these committees has specific responsibilities involving matters of professional concern to faculty.
- b. **Membership Selection.** Members shall be elected from and by the full voting faculty. Elections shall be conducted by the Senate Steering Committee. [See [Election Procedures.](#)]
- c. **Term of Office.** Except where other terms of office are specified, members shall serve two-year staggered terms and may be re-elected for an additional two-year term.
- d. **Organizational Meeting.** All autonomous faculty committees shall meet during the first 30 days of the academic year to elect officers, to organize, and to acquaint the members with the duties and responsibilities of the committee.

[Updated 03-24-2022]

c. Description of Committees: Duties and Membership**1. Faculty Committees of the Senate****(a) Academic Standards Committee**

- (1) **Duties.** To review all post-admission academic standards, including retention standards for undergraduate programs at UNCW, grade policies, policies for withdrawal and repeat of courses. Upon approval of the Senate, to tender resulting recommendations to the Chancellor for consideration of submittal to the Board of Trustees. To review recommended changes in the Honors College and submit its recommendation to the full Senate for consideration. To screen candidates submitted for honorary degrees and submit recommendations to the Senate.
- (2) **Membership.** Seven faculty members including at least one representative from the College of Arts and Sciences, one from the Watson College of Education, one from the College of Health and Human Sciences and one from the Cameron School of Business. The Deans of the Cameron School of Business, the College of Arts and Sciences, The College of Health and Human Services, and the Watson College of Education, the Associate Provost for Student Engagement, Enrollment, and Retention, the Director of the Honors College, and the Director of the University College (or their designees) shall be ex officio non-voting members.
- (3) **Nominations for Honorary Degrees** [See [Purpose of and Criteria for UNCW Honorary Degrees](#)] may be made only to the committee at the time announced each year for receiving nominations. The committee may present one or more nominees to the Senate each year. The vote shall be by secret ballot. A one-page resume for each candidate will be distributed with the ballots which will remain attached to the ballot when the balloting takes place. To approve a candidate for honorary degree status, a 2/3 majority vote of the members present shall be required.

(b) **Budget Committee**

(updated 03/24/2022)

(1) **Duties.** To assist in, review, and appraise short- and long-range university budget planning. To advise administrators during the budget preparation process. To recommend to the Senate priorities for those Senate recommendations which require funding. To act as a contact committee with the budget committees of the Faculty Assembly and of other UNC campuses.

(2) **Membership.** Seven members selected from tenured, full-time, non-administrative faculty including at least one representative from the College of Arts and Sciences, one from the Watson College of Education, one from the College of Health and Human Sciences and one from the Cameron School of Business. The term of office shall be three years. The Vice Chancellor for Business Affairs (or designee) and one dean appointed by the provost shall be an ex officio non-voting member.

(c) Buildings and Grounds Committee

[updated 03-24-2022]

(1) **Duties.** To aid in the formulation of plans and policies concerning buildings, roads, and grounds of the university including use, maintenance, safety, security, and development of the physical facilities of the university and to tender resulting recommendations on policy to the Chancellor, upon approval of the Senate, for submittal to the Board of Trustees.

(2) **Membership.** Seven faculty members and two student members. The Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Vice Chancellor for Business Affairs, and the plant engineer (or their designees) and one dean appointed by the provost shall be ex officio non-voting members.

(d) Committee on Student Matters

[updated 03-24-2022]

(1) **Duties.** To provide a liaison between faculty and administration on matters affecting students' academic experience. To monitor performance metrics, financial aid regulations, trends in diversity and inclusion and cost of education. To report on issues related to student organizations, housing, student health benefits, residence matters, and policies on student conduct and discipline. To serve as a point of entry for student generated proposals for senate consideration.

(2) **Membership.** Seven faculty members and two students, one appointed by the Student Government Association and one by the Graduate Student Association. The Vice Chancellor for Student Affairs; the Deans of the Cameron School of Business, the College of Arts and Sciences, the College of Health and Human Services, the Watson College of Education, and the Graduate School; the Associate Provost for Student Engagement, Enrollment, and Retention; the Chief Diversity Officer; and the Associate Provost for Global Partnerships and International Education (or their designees) shall be ex officio non-voting members.

(e) Committee on Diversity, Equity, and Inclusion

[created September 2020]

[updated 03/24/2022]

(1) **Duties.** To present recommendations to the Faculty Senate and the administration to reduce barriers to diversity, equity, and inclusion in hiring, support, mentoring, retention, and advancement of faculty, staff, and students; to encourage training and learning opportunities across campus to increase awareness of the experiences of underrepresented and marginalized groups; to serve as a liaison to any University-wide diversity, equity, and inclusion committees.

(2) **Membership.** Seven faculty members including at least one from the Cameron School of Business, the College of Arts and Sciences, the College of Health and Human Services, the Watson College of Education, and Randall Library. Term of membership shall be three years, and terms may be repeated. Ex-officio non-voting members will include the provost; the Chief Diversity Officer; the Deans of the Cameron School of Business, the College of Arts and Sciences, the College of Health and Human Services, the Watson College of Education, Randall Library and the Graduate School; the Associate Vice Chancellor for Human Resources; the Associate Provost for Global Partnerships and International Education; the Associate Provost for High Impact Practices, Community Partnerships, and the Arts; and the Associate Provost for Undergraduate Education and Faculty Affairs (or their designees).

(f) **Evaluation Committee**

[updated 02-24-2022]

1. **Duties.** To review existing and proposed evaluation instruments and procedures, including student perceptions of teaching effectiveness, peer-evaluation of faculty, and faculty evaluation of administrators. To recommend to the Senate changes in evaluation procedures and instruments. To regularly review issues of validity and reliability of campus-wide evaluation instruments and report to the Senate in the year following adoption or revision of any instrument or procedure at Least every three years thereafter. To monitor the collection and distribution of evaluation data.
2. **Membership.** Seven faculty members including at least one representative from the College of Arts and Sciences, one from the Watson College of Education, one from the College of Health and Human Sciences and one from the Cameron School of Business; one student appointed by the SGA President; and one administrator appointed by the Steering Committee. The Provost and Vice Chancellor for Academic Affairs, the Deans of the Cameron School of Business, the College of Arts and Sciences, the College of Health and Human Services, the Watson College of Education, Randall Library, and the Graduate School, and the Associate Provost for Institutional Research and Planning (or their designees) shall be ex officio non-voting members. The term of office shall be for three years with initial adjustments to provide for staggering of terms.

(g) **Faculty Engagement and Outreach**

[created April 2013]

[updated 03/24/2022]

(1) **Duties:** To advise in the planning, innovation, and operation of external applied learning programs, especially in terms of content and overall relevance of its operations to the institution and its service mission. To work with all units related to public service, extended education, and public relations on improving the visibility and impact of the university on our community. To foster and publicize scholarly faculty engagement.

- (3) **Membership:** Seven faculty members. The Associate Provost for High Impact Practices, Community Partnerships, and the Arts, the Associate Provost for Undergraduate Education and Faculty Affairs, the Chief Communication Officer (or their designees) and one dean appointed by the provost shall be ex officio non-voting members.

(h) **Faculty Handbook Committee**

[Created January 2002]
[updated 03/24/2022]

- (1) **Duties.** To provide oversight and review of the UNCW Faculty Handbook. This includes a substantive review of all policies on a rotating basis at least every five years. The Committee shall maintain a timetable of the policy review cycles and keep the Faculty Senate Steering Committee informed. To review any material submitted for the Handbook for relevance and editorial consistency. To update the Handbook as required with substantive changes subject to the review and approval of the Faculty Senate and Academic Affairs.
- (2) **Membership.** Five faculty members, including at least one from each voting division of the Faculty. The Associate Provost for Undergraduate Education and Faculty Affairs, one dean appointed by the provost, and a representative of the Office of the General Counsel shall be ex officio non-voting members.

(i) **Faculty Welfare Committee**

[updated 03-24-2022]

- (1) **Duties.** To conduct an on-going study of campus, state, and national policies affecting faculty benefits and working conditions. To solicit suggestions and concerns related to faculty welfare from individual faculty members and groups of faculty. To draft for Senate consideration resolutions on issues of faculty welfare to be presented to the Chancellor, the Faculty Assembly committee charged with faculty welfare matters, or other appropriate persons.
- (2) **Membership.** Five faculty members including one Faculty Assembly delegate. The Vice Chancellor for Business Affairs, the Associate Vice Chancellor for Human Resources, the Associate Provost for Undergraduate Education and Faculty Affairs (or their designees), and one dean appointed by the provost shall be ex officio non-voting members.

(j) Fixed-Term Faculty Committee

[Created August 24, 2020]
[updated 03/24/2022]

- (1) **Duties.** To address concerns and make policy and practice recommendations related to fixed-term faculty including, but not limited to, status, expectation, rights, working conditions, and professional advancement.
- (2) **Membership.** Seven faculty members including five fixed-term faculty and two tenure-track faculty. Term of membership shall be up to 3 years. Ex-officio non-voting members will include the Associate Provost for Undergraduate Education and Faculty Affairs, the Deans of the Cameron School of Business, the College of Arts and Sciences, the College of Health and Human Services, the Watson College of Education and Randall Library (or their designees).

(k) Information, Technology and Library Resources Committee

[Created January 2012]
[Revisions August 24, 2020]
[updated 03/24/2022]

- (1) **Duties.** This committee shall make recommendations concerning the development of information technology and library resources, services, and facilities. This committee shall also make recommendations regarding University policy that pertains to general academic computing, information access, and scholarly communication. Additionally, this committee shall provide advice as part of Information Technology Systems (ITS) and the University Library's planning processes and on matters brought to it by the Chief Information Officer (CIO) or University Librarian; shall incubate and recommend ideas to optimize information resources for instruction and research; and shall serve as liaison between ITS, the Library, faculty, staff, and students.
- (2) **Membership.** Eight faculty members including at least four from the College of Arts and Sciences, at least one from the College of Health and Human Services, at least one from the Cameron School of Business, at least one from the Watson College of Education, and one other from the faculty at large, and two student members (to be nominated by the President of the Student Government Association and the President of the Graduate Student Association). Ex officio non-voting members include: The Vice Chancellor for Business Affairs; the Associate Provost for Institutional Research and Planning; the Associate Provost for Teaching, Learning, and Library Services; the Associate Provost for Research and Innovation; the Deans of the College of Arts and Sciences, the College of Health and Human Services, the Cameron School of Business, the Watson College of Education, Randall Library, and the Graduate School; and the Chief Information Officer (or their designees).

(l) Research Committee

[updated 3/24/2022]

(1) **Duties.** To promote and stimulate scholarly research by faculty and students. To recommend to the Chancellor policy, procedures, and procedural changes in matters relating to research. To sponsor programs fostering or otherwise encouraging research. To act as liaison between researchers and university administration on research- related matters.

(2) **Membership.** Twelve faculty members. The Associate Provost for Research and Innovation, and one dean appointed by the provost shall be ex officio non-voting members.

(m) University Curriculum Committee

[revised April, 2001; September 2009; January 2012; January 2013. March 24, 2022]]

(1) **Duties.** To review all proposals for the following: the establishment, dissolution, division, or consolidation of academic departments or other degree-granting entities; the establishment or dissolution of academic degrees, including majors, minors, and certificate programs; the revision of academic degrees when these revisions directly affect any academic unit outside of the revising department's school or college; policies for maximum and minimum hours required for majors, minors, and certificates; total number of hours required for graduation; university-wide requirements other than University Studies; course prefixes; any curricular conflicts between schools and/or colleges; and other general curricular policies which have total university impact. The committee shall submit all such proposals, along with the committee's recommendations, to the Senate for consideration.

[A description of the process of [curricular change](#) is found in [Ch. V.A, Sec. 1.f]

(2) **Membership.** Nine faculty members, including at least five from the College of Arts and Sciences, at least one from the College of Health and Human Services, at least one from the Cameron School of Business, at least one from the Watson College of Education, and one other from the faculty at large. Term of membership shall be three years with staggered terms so that one-third of committee members' terms expire in a given year. A member may serve a second consecutive term. At the initial fall meeting the Committee shall elect a vice-chair who will normally assume the role of chair in the following year. The Associate Provost for Undergraduate Education and Faculty Affairs, the Deans of the Cameron School of Business, the College of Arts and Sciences, the College of Health and Human Services, the Watson College of Education, and Randall Library, and the chair of the University Studies Advisory Committee (or their designees) shall be ex officio non-voting members.

(n) University Studies Advisory Committee

[Motion 10-10-02] [Passed by Faculty Senate and approved by the Provost on

September 8, 2009] [Revised by Faculty Senate and approved by the Provost

January 2012.]

[updated 03/24/2022]

(1)**Duties.** To review existing and proposed content of University Studies curriculum and corresponding catalogue copy. To receive analysis of university studies assessment results from the Learning Assessment Council and formulate recommendations as appropriate to the Faculty Senate for curricular changes based on assessment findings. To coordinate efforts to refine University Studies offerings to promote the academic mission of the university. To work with academic units to ensure that University Studies courses are offered on a reasonable and regular basis.

(2)**Membership.** Nine faculty members, including at least five from the College of Arts and Sciences, at least one from the College of Health and Human Services, at least one from the Cameron School of Business, at least one from the Watson College of Education, and other from the faculty at large. Term of membership shall be three Years with staggered terms so that one-third of the committee members' terms expire in a given year. A member may serve a second consecutive term. At the initial fall meeting the Committee shall elect a vice-chair who will normally assume the role of chair in the following year. The Director of University Studies, the Associate Provost for Undergraduate Education and Faculty Affairs, the Dean of Randall Library, the chair of the University Curriculum Committee, and the Early College Liaison (or their designees), and one dean appointed by the provost shall be ex officio non-voting members.

2. Autonomous Faculty Committees

(a) Faculty Hearings Panel

- (1) **Duties.** To determine the membership of faculty hearing committees, whose duties shall be as follows: To review decisions of non-reappointment, suspension, discharge, or termination at the written request of the faculty member receiving such notice, in order to determine whether the decision was based upon any of the grounds stated to be impermissible. To grant a hearing as may be required by [The Code](#) or the Policies on Academic Freedom and Tenure. Either to confirm the previous decision or to forward a recommendation for corrective action to the appropriate academic officer.
- (2) **Membership.** Thirty-two faculty members having permanent tenure. Persons excluded from the panel include those having emeritus status, administrators, department chairpersons, and those having concurrent membership on the Faculty Professional Relations Committee or on the Committee on Reappointment, Tenure and Promotion. Members shall be elected for two-year staggered terms and may serve no more than two terms in succession. At the beginning of each academic year the panel will convene to elect a chairperson from the panel membership and to review the hearings procedures. Petitions for a hearing shall be addressed to the chairperson of the panel. Upon receipt of a petition the panel chairperson shall randomly select a hearing committee of, if possible, eight panel members who are not currently serving on an active hearing committee and who are not members of the petitioner's department or school. Every hearing committee must consist of at least six members. The panel chairperson will designate the hearing committee chairperson pro tem, who will be responsible for convening the hearing committee. Upon convening, the hearing committee will elect its own chairperson and will serve as the hearing committee for that particular petition. The petitioner is allowed a total of two peremptory challenges. The committee chairperson may request additional members to be added to the committee, should any committee members remove themselves from the committee or be challenged.

(b) Faculty Professional Relations Committee

- (1) **Duties.** To fulfill the duties defined in Section 607 of [The Code](#). The Committee shall be authorized to hear, mediate, and advise with respect to the adjustment of grievances of members of the faculty. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate. "Grievances" within the province of the committee's power shall include matters directly related to a faculty member's employment status and institutional relationships within the constituent institution. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the committee. To review, revise, and distribute the grievance procedures.
- (2) **Membership.** Eight faculty members elected for two-year staggered terms. All professorial ranks must be represented (i.e., assistant, associate, and full professor). Persons excluded from this committee include those having emeritus status, administrators, department chairpersons, and those holding concurrent membership on the Faculty Hearings Panel or the Committee on Reappointment, Tenure, and Promotion. Members may not succeed themselves.

(c) Committee on Reappointment, Tenure, and Promotion

- (1) **Duties.** To review applications, subsequent to review by the appropriate dean for reappointment, tenure, and promotion, and to make recommendations on these applications to the Provost and Vice Chancellor for Academic Affairs. In addition, the CRTP serves as a safeguard for the candidate if there are concerns at previous levels.
- (2) **Membership.** Eight faculty members having permanent tenure elected for three-year staggered terms. Persons excluded from this committee include those having emeritus status, administrators, department chairpersons, and those holding concurrent membership on the Faculty Hearings Panel or Faculty Professional Relations Committee. If a member of the RTP Committee is a candidate for review by that committee or has a spouse or domestic partner who is under review by that committee, he or she shall be replaced on the committee by a substitute during that semester. The Senate Steering Committee shall name a substitute. [See also Election Procedures for Autonomous Faculty Committees.]

Appendices

a. Faculty Senate Standing Rules

[Revised 2/97, 3/03]

1. Regular meetings of the UNCW Faculty Senate are held at 2:00 p.m. on a Tuesday of each month from September through April, as scheduled by the President in consultation with the Steering Committee. The scheduled meeting dates of the Senate and the Steering Committee for the current academic year shall be published with the September agenda.
2. Separate seating shall be provided for voting senators and for non-voting senators and visitors.
3. The Senate normally shall adjourn no later than 4:00 p.m.
4. Election of the President-Elect shall be a Special Order of the Day on the agenda of the December meeting.
5. Election of all other officers shall be a Special Order of the Day on the agenda of the September meeting. Those officers shall take office immediately upon election.
6. All motions pending at the conclusion of the last regular Senate meeting shall be carried over to the next academic year.

b. Election Procedures for Autonomous Faculty Committees

1. The Vice-president of the senate serves as the Elections Officer and shall be responsible for conducting elections for the autonomous faculty committees and the Faculty Assembly delegates. Duties, membership, and terms of office for the three autonomous committees can be found in the Faculty Senate Bylaws.
2. Membership Qualifications
 - (a) **Hearings Panel (HP).** Thirty-two members, eight from each division.
 - (1) Must be tenured faculty member.
 - (2) May not hold emeritus status, be administrator, or be chairperson.
 - (3) May not hold concurrent membership on FPRC or CRTP.
 - (4) May serve no more than two terms in succession.
 - (5) No more than three members from the same department or the same school may serve concurrently.

- (b) **Faculty Professional Relations Committee (FPRC).** Eight members, two from each division.
 - (1) Must be full-time faculty member.
 - (2) May not hold emeritus status, be administrator, or be chairperson.
 - (3) May not hold concurrent membership on HP or CRTP.
 - (4) May not serve consecutive terms.
 - (5) No two members from same department or same school may serve concurrently.
 - (6) All professorial ranks (assistant, associate, full) must be represented
 - (c) **Committee on Reappointment, Tenure, and Promotion (CRTP).** Eight members, two from each division.
 - (1) Must be tenured faculty member.
 - (2) May not hold emeritus status, be administrator, or be chairperson.
 - (3) May not hold concurrent membership on FPRC or HP.
 - (4) May serve no more than two terms in succession.
 - (5) No two members from same department or same school may serve concurrently.
3. The Elections Officer shall be responsible for updating the faculty information database in consultation with the chief academic officer, the Office of Institutional Research and Assessment, and department chairpersons.
- (a) Name
 - (b) Rank (especially promotions in effect for the next academic year)
 - (c) Department and/or school affiliation
 - (d) Full-time/part-time
 - (e) Tenured/non-tenured
 - (f) Retiring or not returning
 - (g) Whether or not:
 - (1) an administrator (half-time or more)

- (2) a chairperson
 - (3) current membership on: FPRC, HP, or CRTP
4. Following a schedule established by the Steering Committee each year, the Elections Officer distributes to the appropriate segments of the voting faculty a list (generated by the database described in 3) of the potential candidates for each vacancy in each voting division. [See item 14 below.]
 5. One week is allowed for verifications (including first name preferences) and for challenges and withdrawals from any or all lists. Any such communication should be submitted in writing to the Elections Officer.
 6. Having processed any such responses, the Elections Officer issues a nominating ballot for each divisional vacancy to the voting faculty in that division. The ballot is processed electronically with help of Office of Institutional Research and Assessment.
 7. Each member of the voting faculty in a division may nominate up to three (3) persons per vacancy in his/her respective voting division. One week is allowed for the return of the ballots.
 8. The ballots count is reported by the Elections Officer to the Steering Committee.
 - (a) For divisional nomination to the Faculty Professional Relations Committee or the Committee on Reappointment, Tenure, and Promotion, the three individuals receiving the highest number of votes become the candidates as long as no more than *one* (1) faculty member is nominated from a single department or school. Should more than one of the three highest vote-getters be from a single department or school, only the highest vote-getter from that unit shall be nominated; the other(s) shall be replaced by the next highest vote-getter(s) not from that unit.
 - (b) For divisional nomination to the Hearings Panel, the twelve individuals receiving the highest number of votes become the candidates as long as no more than *three* (3) faculty members are nominated from a single department or single school. Should more than three of the twelve highest vote-getters be from a single department or the single school, only the three highest vote-getters from that unit shall be nominated; the other(s) shall be replaced by the next highest vote-getter(s) not from that unit.
 - (c) In case of a tie, the Steering Committee will determine the nominee by a random selection procedure. If the same individual is nominated for more than one committee, the Steering Committee will ask his/her committee preference. The next highest vote-getter thus becomes the nominee for the other committee.

9. The Elections Officer prepares election ballots containing the names of the three (3) candidates for each vacancy in each voting division and distributes them to all voting faculty. Each voting faculty member votes for one candidate for each vacancy *in every voting division*.
10. In case of a tie, the Steering Committee will determine the winner by a random selection procedure.
 - (a) For vacancies on the Faculty Professional Relations Committee or the Committee on Reappointment, Tenure, and Promotion, the candidate in each division with the highest number of votes is elected.
 - (b) For vacancies on the Hearings Panel, the four candidates in each division with the highest number of votes are elected, with the proviso that no more than three from the same department or the same school may serve concurrently.
11. The [UNC Code](#) requires that the membership of the Faculty Professional Relations (Grievance) Committee ". . . shall be elected by the faculty with members elected from each professorial rank" (Section 607). In order to insure compliance, should the returning members of the committee not include all ranks, the Elections Officer shall assign the missing rank to a voting division for that election. The nominating ballot for FPRC in that voting division shall include only persons of that rank. The burden of electing a predetermined rank, when needed, shall be rotated among the voting divisions in the following order: Divisions I-IV. If a division is not electing a member to the FPRC in a year in which it would otherwise be assigned a predetermined rank, that responsibility shall pass to the next division in the rotation and the imbalance corrected in a subsequent year. The status of the rotation shall be reported each year in the minutes of the senate meeting at which the election results are announced. The Steering Committee shall be responsible for interpreting this policy.
12. All election results shall be announced to the members of the senate. At the discretion of the President of the Senate, written notice of the results may be sent to all voting faculty at an earlier time also. While the members of the Steering Committee are not to discuss the results with anyone, questions about the election mechanism may be answered by the Elections Officer or the President of the Senate or referred to the Steering committee.
13. If a member of an autonomous faculty committee resigns after the beginning of the final semester of service, that vacancy is not filled. Otherwise, the Steering Committee will appoint the next highest vote-getter from the appropriate division in the most recent election for that division. Persons so appointed shall serve the unexpired term and shall not be, on this account, disqualified from candidacy in the subsequent regular election.

14. **Voting Divisions:** Departments/schools are assigned to one of four voting divisions as follows:

- (a) **Division I:** Art and Art History, Creative Writing, English, Film Studies, World Languages and Cultures, Music, Philosophy and Religion, Theatre.
- (b) **Division II:** Biology and Marine Biology, Chemistry and Biochemistry, Computer Science, Environmental Studies, Geography and Geology, Mathematics and Statistics, Physics and Physical Oceanography, Psychology.
- (c) **Division III:** Anthropology, Communication Studies, History, International Studies, Public and International Affairs, Randall Library, School of Health and Applied Human Sciences, School of Social Work, Sociology and Criminology.
- (d) **Division IV:** Cameron School of Business (Accountancy and Business Law, Economics and Finance, Information Systems and Operations Management, Management, Marketing); Watson College of Education (Early Childhood, Elementary, Middle, Literacy and Special Education; Educational Leadership; Instructional Technology, Foundations and Secondary Education); School of Nursing.

15. Nominating and Voting

- (a) Nomination of candidates for autonomous committees will be made by faculty *within* their voting division, i.e., *nominations restricted to one's own division* (Steps 3-8 above).
- (b) Voting for candidates for autonomous committees in all divisions is done by the entire faculty. Thus all voting faculty vote in all divisional elections to elect one candidate for every vacancy in each division (*voting across divisions*).

16. Terms of the Committees

- (a) Members of the Hearings Panel and the Faculty Professional Relations Committee serve two-year staggered terms (*within divisions*).
- (b) Members of the Committee on Reappointment, Tenure, and Promotion serve three-year staggered terms (*across divisions*).

[Updated: 05/23/2011]

D. Graduate Council Bylaws

- [Graduate School](#)
- [Graduate Council Bylaws](#)

E. Faculty Assembly

The Faculty Assembly is the elected body of representatives of the faculty of the sixteen campuses of the University of North Carolina.

Links:

- [Faculty Assembly Website](#)
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Chapter IV: Faculty Employment

A. Policies of Academic Freedom & Tenure

[Updated 06/27/2016]

Approved by the Board of Governors of The University of North Carolina - May 14, 1976, effective June 11, 1976;

revisions approved July 20, 1979,
revisions approved May 10, 1982,
revisions approved November 11, 1994,
revisions approved January 2001,
revisions approved August 2007,
revisions approved April 2016,

effective July 20, 1979;
effective July 1, 1982;
effective December 9, 1995;
effective July 1, 2001;
effective August 2007;
effective July 1, 2016.

This document sets forth the official policy of The University of North Carolina Wilmington regarding academic freedom, rights, and responsibilities, promotion, and tenure of its faculty. Fundamental in this policy are the concepts of academic freedom, rights, and responsibilities as stated in [Chapter VI of the Code](#) of The University of North Carolina. Equally fundamental is an explicit policy of promotion and tenure.

Article I: Freedom and Responsibility in the University Community

- a. The University of North Carolina Wilmington is dedicated to the transmission and advancement of knowledge and understanding. Academic Freedom is essential to the achievement of these purposes. This institution therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.
- b. The University of North Carolina Wilmington shall protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.
- c. Faculty and students of this institution shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

Article II: Academic Freedom and Responsibility of Faculty

- a. It is the policy of The University of North Carolina Wilmington to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of the academic staff of this institution. Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with this institution and their position as men and women of learning. They should not represent themselves, without authorization, as spokespersons for The University of North Carolina Wilmington.
- b. The University of North Carolina Wilmington will neither penalize nor discipline members of the faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

Article III: Academic Tenure

- a. The University of North Carolina Wilmington is responsible for maintaining high standards of teaching, creative scholarly activities, and service; therefore, it is essential that its faculty be composed of individuals with superior professional qualifications. The educational and scholarly quality of the institution depends primarily on its faculty. Therefore, a sound policy for defining, recognizing, and impartially rewarding excellence is necessary in furthering the purposes of the institution.
- b. Academic tenure as a means to these ends is fundamental. Not only does it guarantee the freedoms espoused in Sections I and II, but it also provides a degree of economic security to make the institution attractive to persons of high ability. A sound policy of academic tenure is indispensable to the success of the institution in fulfilling its obligations to its students and to society.
- c. The tenure policies and regulations herein contained set forth the considerations upon which appointment, reappointment, promotion, and permanent tenure are to be recommended. These considerations shall include an assessment of at least the following: the faculty member's demonstrated professional competence, continued academic and professional growth, potential for future contribution, teaching effectiveness, scholarly activity, service, and the institution's needs and resources.
- d. Permanent tenure may be conferred only by action of the President and the Board of Governors of The University of North Carolina, or by such other agencies or officers as may be delegated such authority by the Board of Governors.
- e. In all instances, the tenure conferred on a faculty member is held with reference to employment by The University of North Carolina Wilmington rather than The University of North Carolina.

Article IV: Policies on Appointment, Promotion, and Tenure

(Updated 12/02/2021)

Sections that Follow:

- a. Definition of Senior Members
- b. Eligibility for Permanent Tenure
- c. Probationary Service
 1. Definition and Length of Probationary Service
 2. Length and Number of Appointments in the Probationary Period
 3. Timely Notice
- d. Procedures for Evaluation and Documentation
- e. Request by Tenured Faculty for Promotion Consideration

a. Definition of Senior Members

The process of reappointment or promotion of full-time faculty will require a review by senior faculty of the department/school.

1. The composition of senior members/faculty eligible to vote in reappointment, tenure and promotion decisions is determined by each academic department/school in consultation with the dean.
2. The department chair/school director must report the department's/school's definition of senior faculty in all RTP recommendations and provide a list of all current senior faculty members eligible to vote on the given RTP application.

b. Eligibility for Permanent Tenure

All faculty and staff members who hold the rank of assistant professor, associate professor, or professor shall be eligible for permanent tenure. Nevertheless, [Section 602\(7\)](#) of The Code of The University of North Carolina applies.

The appointment, reappointment, or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of a faculty member's services, shall be contingent upon the continuing availability of such funds. This contingency shall not be included in a faculty member's contract in either of the following situations:

1. In a promotion to a higher rank if, before the effective date of that promotion, the faculty member had permanent tenure and no such condition was attached to the permanent tenure.
2. If the faculty member held tenure in the institution on 1 July 1975 and his/her contract was not then contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

c. Probationary Service

[updated 03/2021]

1. Definition and Length of Probationary Service

Probationary service is that period of employment from the commencement of a faculty member's initial contract with The University of North Carolina Wilmington to the time when the decision is rendered to grant or deny tenure. Years served in a special faculty appointment ([Sec. 610 of the Code](#)) shall not be counted as years of probationary service. Moreover, leaves of absence shall not count as probationary service.

- (a) The maximum number of years of probationary service shall be six (6), except in cases of individual postponement or campus-wide postponement as described in UNCW policy 03.240. This provision takes precedence over all subsequent references to the contract years in which decisions regarding tenure and promotion shall be made.
- (b) Faculty hired as assistant professors on the tenure track may apply for tenure and promotion after completing a minimum of 2 years of probationary service as assistant professors at UNCW. Applications submitted prior to the fifth year must be accompanied by a record of extraordinary teaching, scholarship, and service at UNCW. Special consideration will be given for a strong record of relevant professional accomplishments at another institution. Applicants are advised to consult with their department chairs/school directors when making the decision to apply for tenure.
- (c) Faculty may be hired as associate professors with tenure if they demonstrate a distinguished record of teaching, scholarship/research/artistic activities, and service at their previous institution/s. Faculty hired as associate professors without tenure are required to serve two years of probationary service before applying for tenure and/or promotion.
- (d) All full professors hired through an external search are granted tenure at the time of the hire.

2. Length and Number of Appointments in the Probationary Period

With respect to the various academic ranks, the tenure and promotion policy of the university is as follows:

- (a) Reappointment: An assistant professor shall be appointed to an initial term of four years. Before the end of the third year of this appointment, the department chair/school director shall, after consulting with all assembled departmental/school senior members, recommend that the assistant

professor be either reappointed for a second term of three years or not reappointed. If the senior members disagree with the chair/director's recommendations, they shall provide a letter detailing their elaborated recommendation. Before the end of the second year of the second three-year appointment, the department chair/school director shall, in the same manner, recommend that the assistant professor be either reappointed with tenure and promoted to associate professor, or not reappointed. If the majority of senior members disagree with the chair/director, they shall provide a letter to the dean detailing their elaborated recommendation. The letter is inserted in the RTP dossier.

- (b) Tenure and Promotion: An associate professor promoted to that rank from within this institution shall have tenure. One coming to that rank from outside the institution (and not granted tenure at the time of appointment) shall be appointed to an initial term of five years; and in such cases, before the end of the fourth year, the department chair/school director, after reviewing the evidence provided by the evaluation process and consulting with all assembled departmental/school senior members, shall recommend that the associate professor be either denied tenure, or granted tenure at the same or higher rank. If the majority of senior faculty members disagree with the chair/director's RTP recommendation, they shall provide a letter to the dean detailing their elaborated recommendation. This letter is inserted into the RTP dossier.
- (c) A professor shall have permanent tenure.
- (d) Paragraphs (a), (b), and (c) shall not apply to a visiting faculty member; a faculty member, regardless of stated rank, who is employed for a limited period in the staffing of any special project; or any special faculty appointee as defined by [Section 610](#) of the Code. The Chancellor shall call to the attention of the appointee that, because of the visiting or special status of the appointment, the provisions of paragraphs (a), (b), and (c) do not apply to the appointment.
- (e) Non-teaching professional personnel who hold professorial rank shall be eligible for promotion and permanent tenure and shall be subject to standards equivalent in rigor to those standards that apply to the teaching faculty.
- (f) If the department chair/school director is being considered for promotion and/or tenure, the appropriate dean shall evaluate their performance after consulting with and taking a vote of the assembled senior members of the department/school. A recommendation, with written justification, is transmitted by the dean to the Office of Academic Affairs, and by Academic Affairs to the university-wide faculty Committee on Reappointment, Tenure, and Promotion (CRTP), and the department chair/school director. The CRTP forwards its recommendation directly to the Provost and Vice Chancellor for Academic Affairs. The senior faculty of a department or school may submit a dissenting opinion to the CRTP to be submitted in the dossier if disagreement exists between the advisory vote of the assembled senior members and the dean.
- (g) The terms and conditions of each faculty appointment shall be written. A

copy of the terms, signed by the Chancellor or designee, shall be delivered to the faculty member, and a copy shall be retained by the Chancellor or designee. Full information on the tenure policy of the university and on a faculty member's employment status shall be readily available to the faculty member.

3. Timely Written Notice

- (a) For full-time faculty at the rank of assistant professor, and associate professor without tenure, the minimum requirement for timely notice of reappointment or non-reappointment shall be as follows:
 - (1) During the first year of service at the institution, the faculty member shall be given not less than 90 calendar days' notice before his/her employment contract expires;
 - (2) During the second year of continuous service at the institution, the faculty member shall be given not less than 180 calendar days' notice before his/her employment expires; and
 - (3) After two or more years of continuous service at the institution, the faculty member shall be given not less than twelve months' notice before his/her employment contract expires.
- (b) Notice of non-reappointment shall be written. Failure to give timely notice of non-reappointment, whether the reappointment decision was in a timely or belated manner as required by (Art.IV.c.1) and (Art.IV.c.3), will oblige the Chancellor thereafter to offer a terminal appointment of one academic year.

d. Procedures for Evaluation and Documentation

END: Personnel Action Granted				
↑ yes				
Board of Trustees				
↑ yes				
Chancellor				
↑ yes				
Provost	no →	Chancellor	no →	END: Application Denied
↑ yes		↑ yes		
CRTP	no →	Provost	no →	END: Application Denied
↑ yes		↑ yes		
Dean	no →	CRTP	no →	END: Application Denied
↑ yes/split		↑ yes		
Senior Faculty & Chair/Director	no →	Dean	no →	END: Application Denied
Begin: RTP Application Submitted				

Figure 1. RTP Decision Flow Chart

N.B. The flow chart presented herein is provided for illustration purposes only and does not itself constitute policy.

1. The application for reappointment, promotion and/or tenure is reviewed at 6 levels: The applicant’s department/school consisting of the chair/director and senior faculty, the college Dean, the Committee on Reappointment, Promotion and Tenure (CRPT), the Provost and Vice Chancellor for Academic Affairs, the Chancellor and the Board of Trustees. If two of these levels prior to the Chancellor render negative recommendations, the dossier does not go forward, and the application is denied.
2. The gathering of information for an evaluation for reappointment, tenure, or promotion shall be the responsibility of the department chair/school director. If the department chair/school director is being considered for promotion, the appropriate dean shall be responsible for evaluating his/her performance after consulting with and taking an advisory vote of the assembled senior members of the department/school.
3. Promotion (CRTP) to be composed of eight permanently tenured faculty members shall be elected by the faculty. The committee members shall be elected for three-year terms, which shall be

staggered. The committee shall be composed of two members from each of the four divisions designated in the "Official Senate Election Procedures for Autonomous Faculty Committees" in Appendix B of the Senate Bylaws. The committee will elect its own chair. A quorum is a simple majority of the total committee membership. If a member of the RTP Committee is a candidate for review by that committee or has a conflict of interest with a faculty member under review by that committee, in accordance with UNCW Policy 08.190 Employment of Related Persons (Anti- Nepotism) Policy, he or she shall be replaced on the committee by a substitute during that semester. The Senate Steering Committee shall name a substitute.

4. Departmental/school recommendations include evaluations from both the senior faculty and the department chair/school director. If these evaluations result in the same recommendation, the department chair/school director forwards the recommendation to the appropriate Dean along with an elaborated explanation. If the evaluations disagree, a recommendation of "split recommendation" is forwarded to the appropriate Dean, along with elaborated explanations from both the senior faculty and the chair/school director. The chair/school director must inform the senior faculty of his/her recommendation in a timely manner, so they have sufficient time to draft their elaborated recommendation. A split recommendation from the department/school constitutes neither a positive nor a negative recommendation.
5. It shall be the responsibility of the Dean of the college/school to review the candidates' dossiers as well as the departmental/school recommendations on applications for reappointment, tenure, and promotion following the evaluation

process as required by (Art. IV.c.2). If an application has already received a negative recommendation from the department/school, a negative recommendation by the Dean constitutes a decision that the application should be denied, and the dossier does not go forward. The decision is final except as it later may be appealed in accordance with the provisions of (Art.VI) and Section 604 D of the Code. Otherwise, the application is forwarded to the CRTP.

6. The Provost and Vice Chancellor for Academic Affairs. shall convene an organizational meeting of the CRTP in which the submitted recommendations for reappointment, promotion, and tenure shall be presented. The Committee on Reappointment, Tenure, and Promotion may seek additional information or clarification from the department chair/school director or Dean. In such cases, the applicant will be given a copy of the information and, if he/she so chooses, provide a written clarification. All such requests for information shall come through the chair of the Committee on Reappointment, Tenure and Promotion.

Such requests, with justification, and any responses shall be written, and the chair of the Committee on Reappointment, Tenure, and Promotion will ensure that any such correspondence and/or other documentation is inserted into the candidate's dossier before it is moved forward to the Provost and VCAA. If anyone in the evaluative chain receives unsolicited information about the applicant's candidacy, they will not consider this unsolicited information in assessing the applicant's dossier or materials. This requirement not to consider unsolicited information in the RTP process does not absolve university employees of any responsibility to act on information in accordance with UNC and UNCW policies.

7. The chair of the Committee on Reappointment, Tenured and Promotion shall submit the committee's recommendations to the Provost and Vice Chancellor for Academic Affairs unless the CRTP recommendation is denial of the application and the application has already received a negative recommendation from either the Dean or Department/School. In this case, the second negative recommendation constitutes a decision that the application should be denied and the dossier does not go forward to the Provost. The decision is final except as it later may be appealed in accordance with the provisions of ([Art. VI](#)) and [Section 604 D of the Code](#).
8. If the Provost and Vice Chancellor for Academic Affairs recommends reappointment, tenure, and/or promotion of a faculty member, or the Provost's recommendation is the only negative recommendation, he/she shall forward the dossier and the recommendation with elaboration to the Chancellor.
9. If an application has already received a negative recommendation from any preceding unit and the Provost and Vice Chancellor for Academic Affairs decides that the faculty member's application should be denied, that decision must be reported to the Chancellor. The decision is final except as it later may be appealed in accordance with the provisions of ([Art. VI](#)) and [Section 604 D of the Code](#).
10. After reviewing each application, the Chancellor shall decide whether to support or deny the application, send the faculty member being considered written notification of the Chancellor's recommendation, place a copy in the dossier, and report this recommendation to the Board of Trustees for final action. A decision to deny the application is final except as it may later be appealed in accordance with provisions of ([Art. VI](#)) and [Section 604 D of the Code](#).

e. Request by Tenured Faculty for Promotion Consideration

1. Upon a faculty-initiated request for promotion, the department chair/school director must bring the application to a vote by the senior faculty within two years.
2. When a department chair/school director initiates a request for promotion, it is the responsibility of the appropriate dean to bring the application to a vote by the senior faculty within two years.

Article V: Mediation of Faculty Grievances

The university encourages faculty to resolve grievances in an amicable fashion whenever possible. As a result, the university provides faculty the opportunity to participate in mediation conducted by trained mediators. In order to learn more about the mediation services and to access those services, a faculty member should contact the Associate Vice Chancellor for Human Resources or his/her designee. Upon the filing of a grievance, the chair of the Faculty Professional Relations Committee or, in the case of a request to review a non-reappointment decision, the chair of the Faculty Hearings Panel shall determine whether the faculty member has considered mediation as an alternative dispute-resolution process and provide information about this process for the faculty member to consider. Entering into mediation will suspend the time limitations for the filing and/or the formal resolution of the grievance or a hearing for the duration of a mediation being conducted.

The university shall pay for the mediation services, without charge to the faculty member, the department/school, or any individual administrator who is a party to the mediation. Mediation is voluntary, and both parties must agree to participate in order for mediation to proceed. The decision not to participate in mediation by either party will not be held against that party in any way, and no blame will attach to either party if mediation does not produce a settlement. At any time during the process, any party may withdraw and the mediation will end. If at any time during the process it becomes evident to the mediator that the parties cannot reach an agreement, the mediator may discontinue the process.

The mediation is confidential to the extent allowed by law. If both parties agree, the parties may each have an advisor present. If mediation is successful and results in an outcome acceptable to both parties, neither party may pursue a pending grievance or a hearing or at a later date file a grievance or request for a hearing on the matters addressed in the mediation. A successful mediation may result in a written agreement signed by both parties. Any mediation which results in an agreement that obligates the university must be signed by a university official with the authority to bind the university concerning the particular agreement.

No record of a failed mediation will be produced by the mediator other than a statement written to either the chair of the Faculty Professional Relations Committee or the chair of the Faculty Hearings Panel, as appropriate, that mediation was attempted but settlement was not reached. Within five days after an unsuccessful mediation, the faculty member has the responsibility to notify the pertinent committee chair that he or she desires to pursue the grievance. The grievance will then be reviewed by either the Faculty Professional Relations Committee or the Faculty Hearings Panel as appropriate and in accordance with the relevant policy. The parties must agree that the mediator will not be called as a witness in any subsequent proceeding and that anything done or said by either party during a mediation process may not be used against a party in any subsequent proceeding.

Article VI: Hearings Procedure for Negative Decision on Reappointment, Tenure, and Promotion

Sections that Follow:

- a. Permissible and Impermissible Grounds for Negative Decisions Regarding Reappointment, Tenure, and Promotion
- b. Conference with Dean
- c. Conference with the Provost and Vice Chancellor for Academic Affairs
- d. Request for Review by Hearing Committee; Scope of Review
- e. Conduct of Hearing
- f. Preservation of Evidence
- g. Hearing Procedure
- h. Procedure After Hearing
- i. Appeal Rights

a. Permissible and Impermissible Grounds for Negative Decisions Regarding Reappointment, Tenure, and Promotion

The decision whether to reappoint a tenure-track faculty member when a probationary term appointment¹ expires, or whether to tenure or promote a tenure-track faculty member may be based on any factor considered relevant to the total institutional interests, but it must consider the faculty member's demonstrated professional competence, potential for future contributions, and the institution's needs and resources. These considerations may form, in whole or in part, the basis of the ultimate decision, except that a negative decision may not be based upon (1) the exercise of the faculty member of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or (2) any of the protected statuses included in section 103 of *The Code* or other forms of discrimination prohibited by campus Board of Trustees; or (3) personal malice (meaning dislike, animosity, ill-will, or hatred based on personal characteristics, traits, or circumstances of an individual). See [section 101.3.1 II.B. of the Policy Manual](#) for details.

b. Conference with Dean

Within five days after receiving a written notice that the application for reappointment, tenure, or promotion will not advance, a faculty member may in writing request a private conference with the appropriate dean to discuss the reasons for the negative decision. The faculty member's request shall be granted and the conference held forthwith, within five days after receipt of the request if possible.² Within five days after the conference, the dean shall give the faculty member a simple unelaborated, written statement of whether the dean's recommendation remains in effect. If the dean reverses his/her decision, the dean will write a letter that will be added to the dossier to be forwarded to Academic Affairs, whereupon it will move forward in the process.

If the final recommendation/decision to deny the petition is made by the Provost and Vice Chancellor for Academic Affairs or the Chancellor, substitute the name of

that administrative officer for dean wherever the latter name appears. If the final recommendation/decision to deny the petition is made by CRTP and the initial recommendation of denial was made by the department/school, substitute chair/director for dean wherever the latter name appears.

1

A probationary term appointment is an appointment to the rank of assistant professor, or associate professor. This procedure does not apply to faculty appointed to specified terms under the authority of Article IV. c.2.(d).

2.

Wherever it is used in Sections VI and IX, except where calendar day is specified, the word "day" shall mean any day except Saturday, Sunday, or an institutional holiday. In computing any period of time, the day in which notice is received is not counted but the last day of the period being computed is to be counted.

c. Conference with the Provost and Vice Chancellor for Academic Affairs

Within five days after receiving notice that the original decision remains in effect, the faculty member may in writing request a conference with the Provost and Vice Chancellor for Academic Affairs. This request shall be granted and the conference held forthwith, within five days after receipt of the request if possible.

Within ten days after the conference, the Provost and Vice Chancellor for Academic Affairs shall send a written evaluation of the matter to the faculty member and to the appropriate dean. The evaluation may be in the form of an unelaborated concurrence with the decision; an expression of disagreement with the decision, with or without supporting reasons; or a recommendation for reconsidering the decision, with or without suggestions for specific procedures in doing so. Whatever form the evaluation may take, it is merely recommendatory and not binding upon the dean or final as to the faculty member.

Within five days after receiving an evaluation that disagrees with the decision or recommends its reconsideration, the dean shall give the faculty member and his/her immediate supervisor a response in writing.

d. Request for Review by Hearing Committee; Scope of Review

Within fourteen calendar days after the faculty member receives notice of an unfavorable action resulting from the conference with the Provost and Vice Chancellor for Academic Affairs, he/she may request that the Faculty Hearings Panel review the decision.³ This review is limited solely to determining whether, (1) the decision was based upon any of the grounds stated to be impermissible in (Art. VI.a), or (2) whether the procedures followed to reach the decision materially deviated from prescribed procedures such that doubt is cast on the integrity of the decision not to reappoint.

The request for review shall be written and addressed to the chair of the Hearings Panel. It shall specify the grounds upon which the faculty member contends that the decision was impermissibly based, with a short, plain statement of facts that the faculty member believes supports the contention.

3

See the Faculty Senate bylaws (Faculty Handbook Chapter III, Article V.d for the composition of this committee.

Such a request constitutes on a faculty member's part: (1) a representation that he/she can prove the contention, and (2) an agreement that the institution may offer in rebuttal of the contention any relevant data within its possession.

The Hearings Committee (selected from the Hearings Panel) shall consider the request and grant a hearing if it determines that (1) the request contains a contention that the decision was impermissibly based under this section, and (2) the facts suggested, if established, will support the contention. A denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten days after the request is received; the faculty member shall be given at least five days' notice of the hearing.

e. Conduct of Hearing

The hearing shall be conducted informally and in private with only the members of the Hearings Committee, the faculty member, the appropriate dean, and such witnesses as may be called in attendance, except that the faculty member and the dean may each be accompanied by a person of his/her choice, who is, nonetheless, not allowed to participate actively in the hearing. If a faculty member brings an attorney as an observer, the dean may be provided an attorney from or designated by the university's office of general counsel. A quorum for the hearing is a simple majority of the total committee membership. Committee members who hold an appointment in the faculty member's department or school, who will testify as witnesses, or who have any other conflict of interest are disqualified from participating in the hearing or being counted toward the total when calculating the quorum. The hearing shall be transcribed or recorded. If the faculty member requests it, a transcript of the proceedings shall be provided to the faculty member. The committee may consider only such evidence as is presented at the hearing and need consider only the evidence offered that it considers fair and reliable. All witnesses may be questioned by the committee members, the faculty member, and the dean. Except as herein provided, the conduct of the hearing is under the committee chair's control.

f. Preservation of Evidence

The role of the committee is to create a clear, permanent record of the evidence presented at the hearing. The Committee must preserve all testimony and evidence received at the hearing in a form that will allow later review by the parties to the hearing, the Chancellor and the Board of Governors.

g. Hearing Procedure

The hearing shall begin with the faculty member's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. When the faculty member has

concluded this presentation, the Hearings Committee shall recess to consider whether he/she has established a prima facie case. If it determines that the contention has not been so established, it shall notify the parties to the hearing of its conclusion and thereupon terminate the proceedings. Such termination confirms the decision not to reappoint. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The dean may then present in rebuttal of the faculty member's contentions, or in general support of the decision not to renew, such testimonial or documentary proofs as he/she desires to offer, including his/her own testimony.

At the end of this presentation, the Hearings Committee shall consider the matter in executive session and make findings of fact. The burden shall be upon the aggrieved faculty member to satisfy the committee that his/her contention is true by a preponderance of the evidence.

h. Procedure after Hearing

If the Hearings Committee determines that the faculty member's contention has not been established, it shall, by a simple unelaborated statement, so notify the faculty member, the appropriate dean, and the Provost and Vice Chancellor for Academic Affairs. Such a determination confirms the decision not to reappoint. If the Hearings Committee determines that the faculty member's contention has been satisfactorily established, it shall so notify the faculty member, the appropriate dean, and the Provost and Vice Chancellor for Academic Affairs by a written notice that shall also include a recommendation for corrective action by the dean.

Within five days after receiving such a recommendation, the dean shall notify the faculty member, the Provost and Vice Chancellor for Academic Affairs, and the chair of the Hearings Committee what modification, if any, he/she will make with respect to the original decision not to reappoint.

If the dean fails to make a recommended modification in the original decision, the Hearings Committee shall submit a report to the Chancellor containing the committee's findings and recommendation and what it considers to be appropriate action by the Chancellor to resolve the matter.

i. Appeal Rights

A faculty member may file a written appeal of an unfavorable decision within fourteen calendar days after receipt of the Chancellor's written decision to the Board of Governors. The review shall be in accordance with the procedures set forth in the [Code Section 604D \(2\)](#), [UNC Policy 101.3.1, Section III](#), and Ch. IV.D.7 of the Faculty Handbook.

Article VII: Faculty Committee to Hear Grievances

- a. *The Faculty Professional Relations Committee shall serve as the grievance committee provided for in [Section 607 of the Code](#). This committee shall be*

elected by the faculty with members elected from each professorial rank as provided in the Bylaws of the Faculty Senate. No officer of administration shall serve on the committee. For purposes of this section, officer of administration shall be deemed to include department chairs/school directors.

- b. The committee shall be authorized to hear, mediate, and advise with respect to the adjustment of grievances of members of the faculty including those of "special faculty" members as that term is defined in [Section 610 of the Code](#). The power of the committee shall be solely to hear representations by the persons directly involved in a grievance, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the Chancellor only after the Provost and Vice Chancellor for Academic Affairs, the appropriate dean, department chair/school director, or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time.
- c. "Grievances" within the province of the committee's power shall include matters directly related to a faculty member's employment status and institutional relationships within the constituent institution, including matters related to post-tenure review. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the committee.
- d. If any faculty member feels that he/she has a grievance, he/she may petition the Faculty Professional Relations Committee for redress. The petition shall be written and shall set forth in detail the nature of the grievance and against whom the grievance is directed. The petition shall contain any information that the petitioner considers pertinent to his/her case. The committee shall decide whether the facts merit a detailed investigation so that submission of a petition shall not result automatically in an investigation or detailed consideration of the petition.

Article VIII: Due Process before Discharge or the Imposition of Serious Sanctions

A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary penalties. The permissible grounds for discharge from employment, suspension or demotion in rank are only for reasons of:

- a. Incompetence, including significant, sustained unsatisfactory performance after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time frame;
- b. Neglect of duty, including sustained failure to meet assigned classes or to perform other significant faculty professional obligations; or
- c. Misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, including violations of professional ethics,

mistreatment of students or other employees, research misconduct, financial fraud, criminal, or other illegal, inappropriate or unethical conduct. To justify serious disciplinary action, such misconduct should be either (1) sufficiently related to a faculty member's academic responsibilities as to disqualify the individual from effective performance of university duties, or (2) sufficiently serious as to adversely reflect on the individual's honesty, trustworthiness or fitness to be a faculty member.

These sanctions may be imposed only in accordance with the procedures set forth in [Section 603 of the Code](#). For purposes of this Code, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to non-reappointment or termination of employment.

Article IX: Termination of Faculty Employment

Sections that Follow:

- a. Reasons Justifying Termination and Consultation Required
 - 1. Reasons for Terminating Employment
 - 2. Consultation with Faculty and Administrative Officers
- b. Termination Procedure
 - 1. Considerations in Determining Whose Employment is to be Terminated
 - 2. Timely Notice of Termination
 - 3. Type of Notice to be Given
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- c. Assistance for Faculty Members and Rights to New Positions
 - 1. Institutional Assistance to Employees who are Terminated
 - 2. First Right of Refusal of New Positions

a. Reasons Justifying Termination and Consultation Required

- 1. Reasons for Terminating Employment

The employment of a faculty member with permanent tenure or of a faculty member appointed to a fixed term may be terminated by The University of North Carolina Wilmington because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a teaching, research, or public service program. Financial exigency is defined as a significant decline in the financial resources of the institution that is brought about by a decline in instructional enrollment or by other actions or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research, or public service program shall be made by the Chancellor, after consulting with

the academic administrative officers and faculties as required by [Section 605C \(1\) of the Code](#). This determination is subject to the concurrence of the President and the approval of the Board of Governors. If the financial exigency or curtailment or elimination of a program is such that the institution's contractual obligation to a faculty member cannot be met, the faculty member's employment may be terminated in accordance with the institutional procedures set out in (Art IX.b) below.

2. Consultation with Faculty and Administrative Officers

When it appears that the institution will experience an institutional financial exigency or when it is considering a major curtailment in or elimination of a teaching, research, or public service program, the Chancellor or his/her delegate shall first seek the advice and recommendations of the academic administrative officers and faculties of the departments/schools or other units that might be affected.

b. Termination Procedure

1. Considerations in Determining Whose Employment Is to Be Terminated

In determining which faculty member's employment is to be terminated for the reasons set forth in (Art. IX.a.1), consideration shall be given to tenure status, to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

2. Timely Notice of Termination

(a) When a faculty member's employment is to be terminated because of a major curtailment or elimination of a teaching, research, or public service program that is not founded upon financial exigency, he/she shall be given timely notice as follows: (1) one who has permanent tenure shall be given not less than twelve months' notice; and (2) one who was appointed to a fixed term and does not have permanent tenure shall be given notice in accordance with the requirements specified in (Art. IV.c.3).

(b) When a faculty member's employment is to be terminated because of financial exigency, the institution shall make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth in (Art. IX, Section b.2 (a)) (immediately above).

3. Type of Notice to Be Given

The Chancellor or his/her delegate shall send the faculty member whose employment is to be terminated a written statement of this fact by registered mail, return receipt requested or by another means that ensures delivery to the faculty member and which provides proof of delivery. This notice shall include a statement of the conditions requiring termination of the faculty member's

employment; a general description of the procedures followed in making the decision; a disclosure of pertinent financial data upon which the decision was based; a statement of the faculty member's right, upon request, to a reconsideration of the decision by a faculty committee if he/she alleges that the decision to terminate him/her rather than another faculty member was arbitrary or capricious; and a copy of this procedure on termination of employment.

4. Termination If Reconsideration Not Requested

If, within ten days after he/she receives the notice required by (Art IX.b.3), the faculty member makes no written request for a reconsideration hearing, his/her employment shall be terminated at the date specified in the notice given pursuant to (Art IX.b.3), without recourse to any institutional grievance or appellate procedure.

5. Request for Reconsideration Hearing

Within ten days after receiving the notice required by Article IX, Section b.3, the faculty member may request by registered mail, return receipt requested or by another means that ensures delivery to the Chancellor and which provides proof of delivery, a reconsideration of the decision to terminate his/her employment if he/she alleges that the decision was arbitrary or capricious. The request shall be submitted to the Chancellor and shall specify the grounds upon which the faculty member contends that the decision to terminate his/her employment was arbitrary or capricious and shall include a short, plain statement of facts that he/she believes support the contention.

Submission of such a request shall constitute on the faculty member's part: (1) a representation that he/she can prove the contention, and (2) an agreement that the institution may offer in rebuttal of the contention whatever relevant data it may have.

6. Jurisdiction of Hearings Committee in Reconsidering Termination

If the faculty member makes a timely written request for a reconsideration of the decision, the Chancellor or his/her delegate shall ensure that the hearing is accorded before the Faculty Hearings Committee (a subset of the Faculty Hearings Panel). The committee's jurisdiction is solely to consider whether the selection of the faculty member for termination, vis-à-vis other faculty members, was arbitrary or capricious. The committee's jurisdiction does not extend to a reconsideration of whether a financial exigency exists or a program should be curtailed or eliminated. This reconsideration hearing shall be held promptly, but the committee shall accord the faculty member five days from the time it receives his written request for a hearing to prepare for it.

7. Conduct of Hearing

The hearing shall be conducted informally and shall be closed to the public. The faculty member and the Chancellor have the right to legal counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other demonstrative evidence. The faculty member and the committee shall be given access, upon request, to documents of The University of North Carolina

Wilmington that were used in making the decision to terminate the faculty member after the decision was made that the faculty member's employment must be terminated. The hearing shall be transcribed or recorded. Upon request, a transcript of the proceedings shall be provided to the faculty member at the institution's expense. The committee may consider only such evidence that it considers fair and reliable. All witnesses may be questioned by the committee members. Except as herein provided, the conduct of the hearing shall be under the committee chair's control. The committee must preserve all testimony and evidence received at the hearing in a form that will allow a later review if the decision is appealed.

For purposes of the hearing, a quorum is a simple majority of the total membership. No member of the committee who holds an appointment in the faculty member's department or school, participated directly in the decision to terminate this individual faculty member, or has any other substantial conflict of interest shall hear this case.

8. Hearing Procedure

The hearing shall begin with the faculty member's presentation of contentions, limited to those grounds specified in the request for hearing and supported by such proof as he/she desires to offer. The Chancellor or his/her representative may then present in rebuttal of the faculty member's contentions, or in general support of the decision to terminate his/her employment, such testimonial or documentary proofs as he/she desires to offer, including his/her own testimony.

At the end of this presentation, the committee shall consider the matter in executive session and shall make its written recommendations to the Chancellor within ten days after its hearing concludes. The burden shall be on the faculty member to satisfy the committee that his/her contention is true by a preponderance of the evidence.

9. Procedure after Hearing

If the committee determines that the faculty member's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the Chancellor. The faculty member may then appeal the decision to terminate his/her employment to the UNCW Board of Trustees in accordance with [Section 605 C\(6\)](#) of the Code.

If the committee determines that the faculty member's contention has been satisfactorily established, it shall so notify him/her, and the Chancellor in writing. The notice to the Chancellor shall also include a recommendation for corrective action by the Chancellor.

Within ten days after receiving the recommendation, the Chancellor shall send written notice to the faculty member and the chair of the committee of what modification, if any, he/she will make with respect to the original decision to terminate the faculty member's employment. If the Chancellor fails to reverse

the original decision, the faculty member may appeal the termination to the UNCW Board of Trustees in accordance with [Section 605\(C\)](#) of the Code. If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his/her decision is final.

c. Assistance for Faculty Members and Rights to New Positions

1. Institutional Assistance to Employees Who Are Terminated

The institution, when requested in writing by an employee whose employment has been terminated, shall give him/her reasonable assistance in finding other employment.

2. First Right of Refusal of New Positions

For two years after the effective date of termination of a faculty member's contract for any reason specified in (Art. IX.a), the institution shall not replace the faculty member without first offering the position to the person whose employment was terminated. The offer shall be made by registered mail, return receipt requested, to the faculty member's last known address, and he/she shall be given thirty calendar days after he/she receives the notice to accept the offer.

Article X: Retirement

A faculty member may retire in accordance with the provisions of Chapter 135 of the North Carolina General Statutes or the Optional Retirement Plan offered by the UNC System. An eligible faculty member may participate in the university's Phased Retirement Program in accordance with the applicable policy.

Article XI: Policy on Leave

The University of North Carolina does not have a sabbatical leave program. From time to time leaves of absence (Ch. IV.I.7) for faculty members are granted for valid professional or personal reasons. Leaves of absence without pay are negotiated, depending upon the individual's need and the best interest of the institution.

Article XII: Implementation

- a. These policies and regulations supersede all other institutional documents governing the matters covered herein.
- b. Except as otherwise provided below, all provisions of these policies and regulations shall become operative (with respect to all existing and all future faculty appointments) on the effective date, which shall be the date twenty-eight calendar days after the day on which these policies and regulations have

been approved by the President and the Board of Governors of The University of North Carolina:

1. All provisions hereof requiring a department chair/school director or deano to consult with the assembled senior members of the department or school, and the Provost and Vice Chancellor for Academic Affairs to consult with the assembled college review committee shall apply only with respect to personnel recommendations initiated after the effective date.
2. The provisions of (Ch. IV.A, Art. VI) shall apply to those who are given notice of non-reappointment within ninety calendar days before the effective date. Lecturers, assistant professors, and associate professors to whom notice of non-reappointment has been given within ninety calendar days before the effective date shall have twenty calendar days after the effective date within which to initiate the procedures for review provided in (Ch. IV.A, Art. VI).
3. The provisions of (Ch. IV.A, Art. X) are applied in accordance with policy [300.7 of the UNC Policy Manual](#).

B. Faculty Status

[Revised August 24, 2020]

[Updated 06/17/2019]

1. The Faculty

The university's faculty, broadly defined, consists of all full-time and part-time members of the teaching, research, or administrative staff who hold an academic title, including those on special faculty appointment. UNCW recognizes the centrality of maintaining the highest quality faculty and is committed to treating all faculty with respect, honor, and professionalism regardless of rank or status. Academic titles include professor, clinical professor, professor of practice, research professor, visiting professor, associate professor, clinical associate professor, associate professor of practice, research associate professor, associate professor of practice, visiting associate professor, assistant professor, clinical assistant professor, assistant professor of practice, research assistant professor, visiting assistant professor, clinical instructor, instructor of practice, lecturer, senior lecturer, and special faculty members. Graduate students who hold the titles of teaching assistants and associates and research assistants and associates are also members of the university's faculty.

Tenured and tenure-eligible ranks are professor, associate professor, and assistant professor.

Adjunct and part-time members of the faculty do not receive benefits normally associated with full-time employment, nor does such service count toward the attainment of a tenured position.

Although the faculty includes both full-time and part-time employees, for voting purposes the Faculty Governance Document [[Ch III.B, Art. I](#)] defines "The Faculty" as

"those persons employed full-time by the University of North Carolina Wilmington who hold the rank of professor, clinical professor, professor of practice, associate professor, clinical associate professor, associate professor of practice, assistant professor, clinical assistant professor, assistant professor of practice, clinical instructor, instructor of practice, or lecturer."

UNCW uses the term "adjunct" in a more restrictive sense than some other universities. Adjunct appointments with the appropriate title are made for persons invited to participate without pay in instructional or research programs on a renewable term basis. See the [form for adjunct appointments](#).

[Research faculty](#) must have an affiliation with a department or academic unit but do not hold tenured or tenurable appointments, are not members of the voting faculty as defined in the [Faculty Governance Document](#), and are not counted toward a department's representation in the Faculty Senate. Since 1998 library faculty have not been eligible for tenured or tenurable appointments; [library faculty](#) are voting faculty and are represented in the Faculty Senate.

2. Full-Time Faculty

[Updated 08/17/2017]

Full-time faculty are members of the faculty who are employed full-time, who hold an academic title (titles are listed in the section on [the faculty](#)), and who receive benefits associated with full-time employment.

Policy on full-time lecturers

[Updated 03-24-2022]

Lecturers (full-time)*

The initial term of appointment for a lecturer shall be one year. Before the end of the lecturer's first year, the department chairperson/school director and the dean, after reviewing the evidence provided by the evaluation process and taking into consideration the department's curriculum needs, shall determine whether the lecturer is to be (1) reappointed or (2) not reappointed. After a lecturer has been reappointed at least twice, the department chairperson/school director and the dean, after consulting with the assembled senior faculty members in the department or school, shall determine whether the lecturer is to be given (1) a three-year contract or (2) a one-year contract. In consultation with the dean the department chairperson/school director may subsequently reappoint a person as a lecturer on a one- or three-year contract indefinitely dependent upon the needs of the academic unit and the availability of the position and associated funding.

Senior lecturers

A lecturer given a three-year contract may be considered at the completion of that contract for promotion to senior lecturer. This promotion is based on the department's desire to recognize superior performance and service to the department and is awarded by the department chairperson and the dean, after consulting with the assembled senior faculty members in the department or school. Senior lecturers receive three-year contracts. Such a designation does not guarantee further reappointment.

While the typical timetable outlined above requires six years of service at UNCW prior to promotion to Senior Lecturer, a lecturer with previous professional experience and outstanding performance and service at UNCW may be considered for promotion to Senior Lecturer two years from their date of hire.

*The revised policy became effective 1 Aug 2017.

3. Part-Time Faculty

[Updated 09/03/2003]

Adjunct and part-time members of the faculty do not receive benefits normally associated with full-time employment, nor does such service count toward the attainment of a tenured position.

4. Research Faculty

[Updated 09/03/2003]

[The category of research faculty was created by the Faculty Senate 8/01.]

The Research Faculty shall consist of those faculty whose major function is to conduct research in the academic units, centers, and institutes of the university and who hold the title of research professor, research associate professor, or research assistant professor. They typically serve as principal investigators on grants or contracts administered by the university. Research faculty must have an affiliation with a department or academic unit but shall not hold tenured or tenure-earning appointments and shall not be counted toward a department's representation in the Faculty Senate. The extent of voting privileges shall be determined by the host department or academic unit.

The criteria for each of the titles are as follows:

- a. **Research Assistant Professor.** Appointment to the title of research assistant professor requires completion of professional training, in most fields marked by the doctoral degree, and the clear promise of a successful career in research or artistic achievement.
- b. **Research Associate Professor.** Appointment to the title of research associate professor normally requires a record of substantial success in research or artistic achievements including grant funding and publications.
- c. **Research Professor.** Appointment to the title of research professor requires a sustained record of research or artistic achievements and recognition as a scholar within her/his professional field.

Although research faculty support and conduct research for projects and programs that receive extramural funding, they may teach courses as needed and receive up to twenty-five percent of their salary from instructional sources if granted adjunct status by their academic unit or department. Department chairs may use flexibility when scheduling courses of research faculty so as to accommodate their research obligations.

Research faculty status will be recommended for those faculty who are needed to support research projects and programs sponsored by the university. The faculty

sponsor or supervisor will submit recommendations for appointment to the department chair or director. Upon approval by the chair or director, the recommendation will be processed according to university and departmental or unit hiring policies. Appointments for research faculty will be issued for a definite period of time specified in the letter of appointment that will also specify title, salary, and full-time or part-time status. The university does not guarantee it will provide space, facilities, or services beyond those approved for currently active grants. Annual review of research faculty will be conducted by the supervisor and chair or director. Research faculty may be considered for promotion following a timetable and policies to be established by the department or academic unit of affiliation within Academic Affairs.

Research faculty will be eligible to hold graduate faculty status based on the criteria of the host department or academic unit.

Research faculty members with a minimum of five uninterrupted years of service at UNCW are entitled to one month's notice with pay for each year of full-time continuous service as a research faculty member. The host department or academic unit or center will be responsible for arranging the bridge funding. A maximum of twelve months of pay for twelve or more years of service will be provided. Support will begin upon the termination of grant support. The research faculty member will be assigned duties during the notice period and such pay will cease upon the availability of other grant support at the university or acceptance of employment elsewhere. Notice so used may be re-earned at the rate of one month per year up to the maximum of twelve months.

5. Practice-Track Faculty: Clinical and Practice Faculty

[Updated 06/17/2019]

[The category of clinical/practice faculty was created by the Faculty Senate 12/11/2018.]

The practice-track faculty shall consist of those faculty whose primary role is teaching and/or supervising students in a clinical/professional/practice setting or providing a service or engagement activity that serves as a framework for teaching and/or a practical application of the discipline or professional field. Practice-track faculty appointments are also appropriate for individuals engaged in service assignments related to administrative and leadership roles or to clinical/professional practice. The roles and responsibilities of practice-track faculty reflect a strong commitment to clinical/field teaching (in the real world, laboratory or through use of simulation learning and supervision), professional practice, community and regional engagement and impact activities, and applied scholarship related to professional practice.

Clinical faculty members may have responsibilities such as teaching classes, coordinating programs or conducting clinical or field supervision for students. Practice-track faculty should be broadly interpreted to allow for flexibility of diverse responsibilities to reflect the strengths of an individual and the needs of the disciplines/professions. Practice-track faculty must have an affiliation with a department/school or academic unit but shall not hold tenured or tenure-earning appointments. Practice-track faculty are voting faculty and are represented in the Faculty Senate. Practice-track faculty are also eligible to hold graduate faculty

status based on the criteria of the host department/school or academic unit.

The criteria for each of the titles are as follows:

- a. Clinical Instructor or Instructor of Practice.** Appointment to this rank requires, at a minimum, a professional/practice master's degree appropriate for the specific position from an accredited institution; appropriate licensure/certifications; demonstrated ability in clinical/professional practice; and demonstrated ability to assist the unit in meeting its needs for clinical/professional services and engagement. Exceptional professional experience may substitute for licensure/certification requirements where appropriate.
- b. Clinical Assistant Professor or Assistant Professor of Practice.** Appointment to this rank requires an appropriate earned professional/practice terminal degree (i.e. doctoral degree) in the field of practice from an accredited institution, unless there are exceptional circumstances or exceptional professional experience and a master's degree and appropriate licensures and certifications; demonstrated ability and experience in clinical/professional practice; demonstrated ability to perform teaching duties associated with the position; demonstrated ability to contribute to evidence-based practice and scholarship that demonstrates program development and evaluation, publications, and presentations associated with the position; and demonstrated willingness to assist the unit in meeting its needs for clinical/professional practice services and engagement.
- c. Clinical Associate Professor or Associate Professor of Practice.** Appointment to this rank requires an appropriate earned professional/practice terminal degree (i.e. doctoral degree) in the field of practice from an accredited institution, unless there are exceptional circumstances or exceptional professional experience and a master's degree and appropriate licensures and certifications; demonstrated ability and experience in clinical/professional practice; recognized skill in clinical/professional practice at the state or regional level; recognized skill in teaching associated with the position; recognized accomplishment in evidence-based practice and applied scholarship that demonstrates program development and evaluation; and recognized accomplishment in assisting the unit in meeting its needs for clinical/professional practice services and engagement.
- d. Clinical Professor or Professor of Practice.** Appointment to this rank requires an appropriate earned professional/practice terminal degree (i.e. doctoral degree) in the field of practice from an accredited institution, unless there are exceptional circumstances or exceptional professional experience and a master's degree and appropriate licensures and certifications; demonstrated ability and experience in clinical/professional practice; outstanding skills and a national reputation for superior accomplishments in clinical/professional practice, teaching and evidence-based practice and applied scholarship; and recognized accomplishment in assisting the unit in meeting its needs for clinical/professional practice services and engagement.

Practice-track faculty appointments are renewable, non-tenure track appointments. Appointments are renewable for fixed terms of one to five years. A department/ school and dean must demonstrate to the Provost and Vice Chancellor for Academic Affairs that a practice-track faculty better advances the University's mission than a tenure-track position.

Annual review of practice-track faculty will be conducted by the supervisor and chair or director. Practice-track faculty may be considered for promotion following a timetable and policies to be consistent with that followed by the department/ school, college and university for tenure-track faculty. Each request to implement practice-track faculty must originate from the corresponding academic department and must carry with it the endorsement of a majority of that academic department's full-time faculty (by vote). If successful, that department will establish policies and procedures to guide the process and have these approved by the faculty, dean and Office of the Provost and Vice Chancellor for Academic Affairs prior to posting the position(s).

6. Graduate Faculty

[Updated 10/18/2010]

All full-time faculty members holding academic rank of professor, associate professor, or assistant professor who meet the criteria established by the department and the UNCW Graduate Council are eligible for membership in the Graduate Faculty. Appropriate exceptions may be approved from time to time, including persons holding the status of visiting professor or adjunct professor. Graduate faculty may also be eligible to be [graduate research faculty](#).

Persons employed for the first time at UNCW as tenure-track faculty, adjunct, or visiting faculty may be granted membership on the Graduate Faculty at the discretion of the graduate dean for an initial appointment not to exceed three years.

Faculty with full-time administrative appointments that include the administration of graduate programs are considered members of the Graduate Faculty in recognition of those duties and responsibilities. Whenever such administrative appointments are concluded, those persons are granted a five-year extension of membership, after which each is evaluated using the prevailing criteria. Minimum general criteria are described in Section 2 of the [Bylaws of the Graduate Faculty](#). Specific criteria,

required for membership in the Graduate Faculty by each of the professional schools and the departments, are described in the [Graduate Faculty Criteria](#).

Faculty seeking further information on applying for graduate status should contact the department chairperson or appropriate dean.

7. Library Faculty

[Updated 03/24/2022]

Library faculty are hired as special faculty members at the rank of assistant librarian, and may be promoted to the rank of associate librarian, and finally to the rank of librarian. Library faculty positions are not eligible for tenure.

See the [employment policy for library faculty](#).

8. Emerita/Emeritus Faculty

[Updated 05/27/2021]

Emerita/emeritus status is an honor accorded to retired faculty in recognition of their distinguished and sustained service to the university. All full-time faculty members who retire with a minimum of eight years of service at UNCW are eligible for emerita/emeritus status in the rank held, and in the department/school served, at the time of retirement. All recommendations for emerita/emeritus appointments must be initiated at the department/school level. Following consultation with and approval of the departmental/school faculty, the chairperson shall submit a recommendation to the appropriate dean, who shall recommend to the Provost. The Provost shall recommend to the Chancellor, who shall, in turn, recommend to the Board of Trustees for approval.

Emerita/emeritus faculty are (a) invited to formal convocations and general faculty events;
(b) listed in the Undergraduate Catalogue; (c) accorded library privileges, e-mail, free ID cards, and free parking, if requested; and
(d) admitted to athletic and cultural events at faculty rates. Emerita/emeritus faculty are not eligible to hold office or vote in faculty elections.

Faculty on phased retirement retain their professorial rank and are not eligible for emerita/emeritus status until their participation in the program is completed.

Once granted, the designation continues in perpetuity. In rare circumstances involving violations of institutional policies or values, the Provost, in consultation with the current dean and department chair, can make a recommendation to revoke the emerita/emeritus honorary title and all associated privileges. The final decision to revoke the designation and all associated privileges requires a review and recommendation by the Faculty Professional Relations Committee and approval by the Chancellor and the Board of Trustees. The university retains the right to revoke any associated privileges, regardless of designation, at any time deemed necessary to mitigate university risk.

C. Appointment Policies

1. Search and Hiring

[Updated 09/03/2003]

Subject to approval by the Board of Trustees, the Chancellor appoints new tenure-track faculty on the recommendation of the Provost and Vice Chancellor for Academic Affairs, the appropriate dean, and the department chairperson. The responsibility for the process leading to a recommendation is delegated to the dean. The procedure includes developing a position description, announcing the position, establishing of

search committee whose responsibility it is to review applications and recommend final candidates to the department for interviews, interviewing final candidates by the department faculty and the appropriate dean, and submitting a recommendation to the appropriate dean. All hiring processes and applicant pools are reviewed by the compliance officer.

Proof of citizenship

Federal law (Public Law 99-603) enacted in 1987 requires that the university verify the citizenship of all employees within three days of employment.

See also: [Employment of Temporary EPA Employees](#).

2. Nepotism

[Updated 09/03/2003]

By order of the Board of Governors, no university employee shall serve in a position involving direct supervision or evaluation of a related person. In cases where a person is assigned to a position that would normally entail supervision or evaluation of a related person, supervision and evaluation of the related person shall be transferred to another person.

The policy on UNC [Employment of related persons](#) includes a list of the relationships that invoke the prohibitions against supervision or evaluation by related persons.

See also:

- [Employment of related persons \(UNCW\)](#)
- [Guidelines for implementing the anti-nepotism policy](#)
- Nepotism prohibitions within the policy on [improper relationships between students and employees](#).

3. Equal Employment

[Updated 10/18/2010]

Section 103 of [The Code](#) specifies that "admission to, employment by, and promotion in the University of North Carolina and all of its constituent institutions shall be on the basis of merit, and there shall be no unlawful discrimination against any person on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status."

UNCW's [EEO/AA Policy Statement](#) states:

The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, gender, gender identity, sex (such as marital status or pregnancy), age, color, national origin (including ethnicity), religion, disability, sexual orientation, genetic information, political affiliation, veteran status, or relationship to other university constituents -- except where a protected

status represents a bona fide educational or occupational qualification or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs.

See also the [Human Resources page on equal employment](#).

4. Personnel Files

[Updated 09/03/2003]

Each faculty member has one official personnel file on campus. It is retained in the Office of the Provost and Vice Chancellor for Academic Affairs. The office of the dean or department chairperson (or both) may also retain files of information pertaining to their faculties. However, the latter are unofficial and informal. Any material pertinent to personnel actions must be submitted to and retained by the Provost and Vice Chancellor for Academic Affairs.

Faculty members are required to submit annual reports of their professional activities to the department chairperson or supervisor. These are kept on file in the chairperson's office but are not made a part of one's official personnel file.

a. Official Personnel File

The official file, kept in the Office of the Provost and Vice Chancellor for Academic Affairs, is legally defined as part of the public record and is available to the public as well as to the faculty member. The official file contains the following information: name, age, date of original employment, current position title, current salary, date and amount of most recent salary change, date of most recent promotion, demotion, transfer, suspension, or other change in position classification, and agency and location to which the faculty member is currently assigned. Any other information in this file is not part of the official file, is confidential, and may be examined only by the following: the employee, the employee's supervisor, the dean, the Provost and Vice Chancellor for Academic Affairs, the Chancellor, members of the General Assembly, a person authorized by a court order, or an official of a state or federal government agency (or any political subdivision thereof) when inspection is deemed necessary by the Provost and Vice Chancellor for Academic Affairs upon the recommendation of the department chairperson and dean.

When information is requested from this file, a written record is made of who asked for the information, the information supplied, the date, and the purpose of the request. This record becomes a permanent part of the file. Upon request, a record of disclosure is made available to the employee to whom it pertains.

A faculty member may examine his or her own personnel record in this file in its entirety except for letters of reference solicited prior to employment and information concerning a medical disability (mental or physical) that a prudent physician would not divulge to a patient. Permission to see a personnel record must be requested in writing two days in advance.

b. Unofficial Personnel File

Information kept in the dean's and/or department chairperson's unofficial personnel files relates primarily to the faculty member's activities relevant to departmental management. Procedures for gaining access to school or departmental personnel files vary. Faculty members should consult their deans or department chairpersons concerning access. These files are unofficial and do not substitute for the official file in the Office of Academic Affairs.

5. Human Resources

[Human Resources](#) maintains its own webpage with extensive information on personnel matters and benefits.

D. RTP: Reappointment, Tenure, and/or Promotion**1. Governing Documents**

[Updated 07/21/2009]

The basic governing documents that apply to all faculty at UNCW are briefly described here and available in their entirety through links.

a. University Code

Foremost among the documents describing the policies and procedures of the university and the rights of faculty is The Code of the UNC Board of Governors. Reappointment, tenure, and promotion in any of the universities within the University of North Chapter system is governed by state law and policies as described in [Chapter VI of The Code](#), entitled "Academic Freedom and Tenure."

b. Policies of Academic Freedom and Tenure

UNCW's [Policies of Academic Freedom and Tenure](#) is a local interpretation of The Code. The document describes the following: the commitment of UNCW to academic freedom; academic tenure, eligibility for permanent tenure, and probationary service (length and number of appointments) preceding the conferring of tenure; procedures for evaluation and documentation; timely notice of reappointment and non-reappointment; non-reappointment hearings procedure, appointment of faculty committee to hear grievances, and policies regarding cessation of university employment; termination of faculty employment because of financial exigency or curtailment or elimination of a program; retirement; policy on leave; and implementation of the policies. Particularly relevant to the RTP process is [article IV: Policies on Appointment, Promotion, and Tenure](#).

2. Criteria for Reappointment, Promotion, and Award of Tenure

[Approved by the Faculty Senate, March 30, 1982.

Revised by the Faculty Senate April 1995, February 2001, and March 2004.]

[Updated 08/15/2011]

- a. Introduction
- b. Evaluation areas
 1. Teaching
 2. Scholarship/Research/Artistic Activities
 3. Service
- c. Guidelines for mentoring junior faculty
- d. Guidelines regarding length of service and maintenance of full records
 1. Length of service
 2. Full records to be maintained
- e. Guidelines for tenure and academic rank
 1. Tenure
 2. Academic rank
 - (a) Assistant professor
 - (b) Associate professor
 - (c) Professor
- f. Guidelines for educational accomplishment and academic rank
 1. Term appointments
 2. Assistant professor
 3. Associate professor or professor

a. Introduction

It is essential that the university faculty be composed of individuals with superior personal and professional qualifications. The educational quality of the institution depends primarily on its faculty and, therefore, is uniquely dependent upon a policy for promotion and tenure. A sound promotion and tenure policy should consistently

define, recognize, and impartially reward excellence for professional contributions of the faculty. A university expresses its institutional goals most directly in the act of promoting and tenuring its faculty, and such a policy should be explicitly stated and made available to all faculty.

A public university has a responsibility to extend knowledge, and its application, beyond the traditional classroom and usual boundaries of the campus and “engage” aspects of the public and private sectors to enhance cultural, economic, and social development. Engagement describes the “collaboration between higher education institutions and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity” ([Carnegie Foundation for the Advancement of Teaching](#)). However, engagement of whatever form must be knowledge based, meet the standards established at departmental levels, and be consistent with the represented academic disciplines at UNCW. The expectation for the level of involvement in engagement activities may vary across departments or hiring units depending on the subject matter and mission of departments and academic disciplines represented therein. Therefore, faculty whose work does not include engaged activities will not be penalized or denied tenure or promotion on those grounds unless such activities are part of the clearly articulated mission of the hiring unit or clearly stipulated as part of the terms of appointment. Although engagement as part of a comprehensive evaluation of faculty should be acknowledged and rewarded, such activity does not diminish, in any way, the importance and value of the university’s teaching and research missions. Therefore, engagement is not to be considered a substitute for faculty expectations in these other areas.

It is essential also that the university faculty be composed of individuals with a variety of strengths. Heterogeneity among faculty in contributions to the university is crucial. Guidelines for reappointment, tenure, and promotion should be seen in part as a means for fostering and rewarding individual strengths and competencies among faculty. Thus in the following guidelines the examples of the ways in which contributions to teaching, scholarship, research, faculty engagement, professional development, and service may be shown should be taken as indicating the variety of ways in which excellence may be demonstrated rather than as a fixed and exclusive set of common desired activities. Fixed weightings to be used in determining the relative importance of these different areas should be avoided in making reappointment, tenure, and promotion decisions.

Objective evaluation in these areas is difficult; however, it is imperative that means for evaluation be operationally defined. Evidence for evaluation will, where appropriate, include peer evaluation of teaching; scholarship/research/artistic achievement; and service; chairperson’s evaluation, student evaluations, self-evaluation, and public documentation as well as other supporting material as outlined in the application for reappointment, tenure, and/or promotion. The information used in the evaluation of an individual will be shared with the individual in an open and constructive way. These evaluations should be used to determine the

answer to what may be the overriding question, "In what way is this individual important to the university?" An important, if elusive, quality that should be spoken to in arriving at promotion, reappointment, and tenure decisions is the extent and manner of the faculty member's commitment to furthering the goals of the university.

The following guidelines have been formulated to aid in the development of recommendations for promotion and tenure. These guidelines emphasize that promotions are made only on the grounds of merit. [Section 602 \(4\) of The Code](#) of The University of North Carolina states that "these considerations shall include an assessment of at least the following: the faculty member's demonstrated professional competence, his potential for future contribution and institutional needs and resources."

Department chairpersons and senior faculty members must consider the long-range plans of the institution and, more especially, the continuing and projected departmental programs together with the faculty member's promise of future professional achievement. *Note: If there are fewer than 3 senior faculty members in a department, the department chairperson, in consultation with the candidate and the dean, identifies additional tenured senior faculty in a related discipline from the colleges or school to serve as a voting member for RTP decisions. If there are no tenured senior faculty in a college or school in a related discipline, a committee may be selected from outside the school or college within UNCW (using the same procedures noted above).

b. Evaluation Areas

1. Teaching

The primary concern of the university is teaching its students. Thus teaching effectiveness is the primary criterion for reappointment, promotion, and tenure. Faculty must be well-trained, knowledgeable, skillful, and enthusiastic presenters of knowledge. In addition, they should embody for their students the life of scholarship. Teaching involves not only the transmission of knowledge, but the development of the students' desire for knowledge, of the skills for acquiring knowledge and for critical evaluation, and of the factors that enable the student to assume a responsible position in society. Teaching, then, involves various aspects of the educative process.

In addition to teaching courses and advising students, what marks the promising teacher is significant accomplishments in one or more of the following aspects: revising courses, and developing courses, developing and/or implementing innovative teaching strategies; advising, mentoring students in academic matters; supervising interns, DIS, honors; including students in research; engaging students in applied learning; engaging in professional development of self and others in a discipline; securing grant-supported funds for educational activities.

The mark of an effective teacher is significant accomplishments in two or

more of the aspects listed above.

The mark of a distinguished teacher is significant accomplishments in three or more of the aspects listed above.

Commitments to learning, to fostering the intellectual development of students, and to improving educational programs are traits of good teaching. The nature of the university demands such commitment and performance from all its faculty members.

Formal evaluation of teaching effectiveness must include peer evaluation, student evaluation, and documentation of relevant teaching-related activities as listed above.

2. Scholarship/Research/Artistic Activities

Scholarship is expected of every faculty member. Besides a mastery of the fundamentals of a discipline it involves a thorough familiarity with its various areas, problems, and continuing investigations; it necessitates staying abreast of the relevant literature and includes the ability and insight to organize, synthesize, and evaluate effectively the work of others. It is a large component in the makeup of a good teacher and a necessary ingredient in the conduct of meaningful research and the presentation of research results. Thus it is a prime responsibility within the academic profession.

As a part of the comprehensive evaluation of faculty for RTP, the faculty member's interactions and engagement with communities outside the traditional scholarly community should be included when such interactions and engagement are deemed relevant, i.e. they are scholarly, creative, or pedagogical activities for the public good, directed towards persons and groups outside UNCW. For faculty engagement to qualify as scholarship, the activity must meet critical standards of excellence stipulated at departmental levels. Evidence of faculty engagement may take many forms such as external grants supporting community work, publications, technology transfer, funded outreach to public schools and other artistic and humanistic activities publicly recognized as significantly improving the lives of people in the community.

The university encourages faculty members to continue their education throughout their professional lives. Faculty members should seek appropriate advanced study, which will (1) enhance their teaching effectiveness, (2) apprise them of developments in their academic fields, or (3) add new areas of expertise to the existing programs of the university. Examples of appropriate professional development include participation in formal coursework, interdisciplinary collaboration, seminars, workshops, and other specialized training programs.

Research, understood as original and/or applied investigation, confirmed through the peer review process, is an important function of higher education. By continuously adding to the store of human knowledge, research enriches society at large while contributing greatly to vitality and depth in teaching. The university therefore requires faculty members to engage in scholarly

research.

Since the communication of knowledge is a central function of an educational institution, public rendition of a faculty member's research is required and may assume a variety of forms, which may be addressed to her/his professional colleagues or to society at large. Such renditions may include books, reviews, articles, reports, lectures, seminars, and papers presented at meetings.

Artistic activities are an appropriate responsibility analogous to research for some faculty members. Depending on the medium and specialization involved, continuing efforts toward the creation, production, interpretation or criticism of works of artistic activities are expected in some disciplines. Such activity may take many forms: exhibits, concerts, performances, productions, readings, and writings. The academic artist has a responsibility to enlighten and enrich society at large with her/his artistic endeavors.

In evaluating a faculty member's research or artistic activities, peer-reviewed work will be judged by its vitality, integrity, originality, and overall quality.

3. Service

The university encourages and expects its faculty members to apply their talents and abilities in service to the university, to organizations, and to the community at large.

Service within the university is expected of all faculty members. Such service normally includes participation in departmental, school or college, and university-wide committees, and willing assistance in supporting the functions and purposes of the university.

The university shall also recognize and encourage faculty service to professional and scholarly organizations. Examples of such service include leadership in professional and learned societies, evaluations of manuscripts and research proposals, editorial board work, and other professionally related activities with or without compensation.

It is also appropriate for faculty members to serve in an educational advisory or informational capacity at the local, regional, state, national, and international levels. This service should ordinarily be an outgrowth of professional training and/or affiliation with the university. Examples of such activities include conducting workshops, consulting, and serving on advisory boards with or without compensation.

c. Guidelines for Mentoring Tenure-track Faculty

The hiring of each faculty member is an investment in the university's future. The university hires promising faculty in the hope and expectation that they will successfully complete a probationary period, achieve tenure, and provide the university with years of estimable service. Accordingly, it is in the university's interest that each academic department provide continuous mentoring of its untenured assistant and associate professors from the time of hiring until a tenure decision is made. Departments are encouraged to assign one or more senior faculty mentors to each member of the tenure-track faculty to advise them and guide their professional development in teaching and research.

The outcome of a reappointment or tenure decision must not be a surprise to either the department or the candidate. Department chairpersons are obligated to provide probationary faculty, at the time of hiring, with clear, written indications of the criteria necessary for achieving tenure and promotion. As part of the annual evaluation process, the chairperson must give each tenure-track faculty member a candid written assessment of that person's progress toward meeting the requirements for tenure and/or promotion, as well as practical guidelines for meeting those requirements. The department's senior faculty play a central role in the mentoring of probationary faculty, and the chairperson is required annually to provide the senior faculty with a summary of the assessments that the chairperson has given to tenure-track faculty of their progress toward tenure and promotion. When the faculty member is subsequently considered for tenure and promotion, the chairperson's recommendation should normally be consistent with the assessments the faculty member has received in annual evaluations. When the chairperson's recommendation differs from those prior assessments, the chairperson shall explain what circumstances have arisen to cause the discrepancy.

d. Guidelines Regarding Length of Service and Maintenance of Full Records**1. Length of Service**

A faculty member hired as an assistant professor must complete at least two years of probationary service before being considered for tenure. No other minimum time requirement for service at any level has been established. The decision shall be based entirely on the cumulative achievement of the faculty member. For faculty who spent a portion of their career at institutions other than UNCW, their research/scholarship/artistic activities and service to the profession must be considered when applying for RTP. Faculty members must continue to demonstrate an ongoing record of achievement at UNCW in these areas.

It is to be emphasized that employment for a given time period at a particular level does not in and of itself imply automatic promotion and tenure. In fact, every consideration for advancement or tenure must involve analysis of the individual's complete record of achievement.

2. Full Records to be Maintained

Records and reports are to be kept on file to serve as objective evidence in support of recommendations for reappointment, promotion, and tenure (and also salary increments). Each department will provide means for faculty members to report their achievements on an annual basis. Faculty members are urged to keep their own records of all activities which might support their advancement. Faculty members have the right to discuss their status with the department chairperson or the appropriate dean at any time. (See [Policies of Academic Freedom and Tenure, Article. IV d.](#))

Annual written evaluations shall be made of each faculty member by the departmental chairperson. The evaluation shall be provided to the faculty member, who shall have the opportunity to reply in writing to the evaluation. Copies of the evaluation and reply shall be forwarded to the appropriate dean and maintained in the faculty member's departmental file.

e. Guidelines for Tenure and Academic Rank

The overall goal of Guidelines is to ensure continued professional growth of the faculty. Guidelines should emphasize excellence in teaching and professional activity in order both to reward individual faculty and to further the university's goal of excellence.

1. Tenure

Because of their long-term consequences for the university and its faculty, tenure decisions are important. To be granted tenure, a faculty member must have evidenced proficiency and a pattern of growth in areas of teaching; scholarship/research/artistic activities; and service. Of these, teaching effectiveness is the primary criterion for the granting of tenure. When a faculty member who has served two years or longer at the rank of assistant professor is recommended for permanent tenure, he/she will also be recommended for promotion.

2. Academic Rank

(a) Assistant Professor

For appointment to the rank of assistant professor a candidate shall show promise as a teacher, evidence of progress in the area of scholarship/research/artistic activities, and potential to provide service to the department, university, community, and profession.

(b). Associate Professor

For initial appointment or promotion to the rank of associate professor a candidate shall show evidence of having developed into an effective teacher, of a continuing pattern of scholarship/research/artistic activities, and service.

Teaching, involves various aspects of the educative process. In addition to teaching courses and advising students, what marks the effective teacher is significant accomplishments in two or more of the following aspects: revising courses, developing new ones, developing teaching methods; mentoring students in academic matters, supervising interns, DIS, honors; including students in scholarship/research/artistic activities; engaging students in applied learning; engaging professional development of self and others in a discipline; securing grant-supported funds for educational activities.

Formal evaluation of teaching effectiveness must include peer evaluation, student evaluation, and documentation of relevant teaching-related activities as listed above.

(c). Professor

For initial appointment or promotion to the rank of professor a candidate shall have exhibited during her/his career distinguished accomplishment in teaching, a sustained record of scholarship/research/artistic activities, and a significant record of service. An individual with the rank of professor should have a reputation as a distinguished teacher and be recognized as a scholar within her/his professional field.

Teaching, involves various aspects of the educative process. In addition to teaching courses and advising students, what marks the distinguished teacher is significant accomplishments in three or more of the following aspects: revising courses, developing new ones, developing teaching methods; mentoring students in academic matters, supervising interns, DIS, honors; including students in scholarship/research/creative activities; engaging students in applied learning; engaging professional development of self and others in a discipline; securing grant-supported funds for educational activities.

Formal evaluation of teaching effectiveness must include peer evaluation, student evaluation, and documentation of relevant teaching-related activities as listed above.

f. Guidelines for Educational Accomplishment and Academic Rank

1. Term Appointments

Appointment to the positions of lecturer, visiting faculty, adjunct faculty, and writer- or artist-in-residence will require, at a minimum, a master's degree or equivalent. This requirement may be relaxed in exceptional cases.

2. Assistant Professor

Appointment at the level of assistant professor or higher will require a terminal degree; however, this requirement may be waived in exceptional cases.

3. Associate or Full Professor

Recommendation for promotion above the level of assistant professor for an individual without the terminal degree will be made only in clearly exceptional cases.

3. Additional Guidelines

[Updated 09/03/2003]

In addition to the [university's criteria](#) for reappointment, tenure, and promotion, each department must develop written criteria for RTP that are shared with faculty at the time of initial hire. These criteria must be consistent with UNCW and UNC system standards and criteria. The departmental criteria need to be discipline specific but additional information beyond the university guidelines will not be required. Each department's criteria must:

- a. reflect UNCW's designation/rank as a "larger program master's college and university" institution (Carnegie classification);
- b. be approved by the department's faculty and the respective dean of the colleges/school;
- c. go through periodic assessment and possible revision, no less than every five years;
- d. clearly specify and differentiate between expectations for teaching, scholarship/research/artistic activities, and service with respect to tenure and promotion to associate professor versus promotion from associate to full professor.

4. RTP Process

[Updated 09/07/2011]

a. Election of CRTP

Election of the Committee on Reappointment, Tenure, and Promotion (CRTP) will take place early in the spring semester. Following the election, the Provost and VCAA will convene and charge the CRTP to discuss the process for the following academic year. The CRTP will select a chair-elect to ensure procedural continuity. The chairperson will convene a meeting of department chairpersons before the beginning of the fall semester. Academic Affairs will distribute a description of the RTP process and calendar to all faculty at the beginning of the fall semester.

b. Timetable

Typically, candidates for tenure and promotion are reviewed in the fall, and candidates for reappointment are reviewed in the spring. However, a faculty member hired with a start date in January may be reviewed for reappointment in the fall or for tenure and promotion in the spring if that semester is the mandatory final semester for review. All mandatory reviews are scheduled as follows:

1. An assistant professor with an initial four-year contract must be reviewed for reappointment no later than early in the sixth semester of employment.
2. An assistant professor with a second three-year contract must be reviewed for tenure and promotion no later than early in the third semester of that contract (eleventh semester of employment).
3. An associate professor with an initial five-year contract must be reviewed for tenure no later than early in the seventh semester of employment.
4. Discretionary reviews, whether for tenure (with or without promotion) after the required two-year probationary period but prior to the mandatory time for review or for promotion of a tenured faculty member, may be conducted either all or spring semester.

c. External Reviews of Candidates for Tenure and/or Promotion

Departments have the option whether or not to require external reviews of candidates for tenure and/or promotion. Assessments of candidates, solicited by the department from reviewers who are external to UNCW, can be a valuable aid to the department's senior faculty and others as they make their recommendations. External reviews may be especially useful in cases where candidates have professional service and scholarship/research/artistic activities that are atypical within the department. In its deliberations the senior faculty shall consider such reviews as one among many forms of documentation providing information on the candidacy. In cases where external reviews are not required, the absence of such reviews shall not be considered a detriment in any way to the candidacy.

Each department shall establish a formal policy on external reviews, approved by the department and the appropriate dean, stating (1) whether the department shall seek external reviews in all cases for tenure and promotion to associate professor and (2) whether it shall seek external reviews in all cases for promotion to professor. Departments that do not require external reviews in all such cases shall establish a procedure whereby (1) the department's senior faculty may, by majority vote, request external reviews in individual cases and (2) the candidate may request departmental solicitation of external reviews.

The department policy shall also establish explicit and consistent guidelines for the solicitation and use of external reviews that include the following:

1. the number of reviews to be sought (which shall be no fewer than two nor more than five)
2. the criteria by which reviewers are to be selected, including whether any are to be chosen from a list of potential reviewers provided by the candidate
3. the information and guidelines to be provided to the reviewers
4. the role of external reviews in the overall decision process
5. for departments not requiring external reviews for all candidates for tenure and promotion, the process by which, in specific cases, either the senior faculty or the candidate may request external reviews in a timely manner consistent with evaluation deadlines

External reviews, where used, shall be solicited by the department. The anonymity of reviewers is essential in assuring candid reviews, and reviewers shall be asked to submit a cover letter identifying themselves, their affiliation, and any personal or professional connection to the candidate. Reviews are to be submitted as attachments to the cover letter and should contain no information identifying the reviewers. Senior faculty and others making decisions on the candidacy shall have access to both the reviewers' identities and evaluations, but only the content of the reviews shall be made available to the candidate.

d. Process for Faculty RTP Applications

(Updated 12/02/2021)

Except in the case of an RTP application of a department chairperson or of Randall Library faculty, recommendations for reappointment, tenure, or promotion are initiated by the department chairperson after consultation with the assembled senior faculty of the department involved.

Procedures vary across departments and schools, but in each case, the chairperson/director, prior to writing an evaluation, must assemble, consult with, and take an advisory vote of the senior faculty.

If departmental policy allows senior members to review and suggest changes to the RTP dossier, all changes must take place prior to the meeting called by the chairperson/director to assemble senior faculty at one time, in a single meeting, for the purpose of considering the RTP recommendation.

It is the responsibility of the department chairperson/ school director to schedule the meeting at a time when most faculty can attend. The faculty may assemble either in person or through virtual presence. Proxy votes shall not be counted. Voting members must be present (in person or virtually) for the official meeting in which discussion AND an official vote occurs. A quorum (simple majority) of voting members must be present in order for the meeting and vote to take place.

Neither the faculty member nor any person related to or having a romantic relationship with the faculty member may deliberate or recommend on an RTP action. Other persons may also recuse themselves if they believe their relationship with the faculty member prevents them from fair and objective consideration of the application.

A faculty member and/or administrator should only vote once for each candidate. For example, a department chairperson would not vote as a senior faculty member and write the chairperson's evaluation letter.

A senior faculty member who serves on the University CRTTP shall vote at the departmental level only. Therefore, the senior member cannot be present when the candidate's dossier is under review by the CRTTP.

Along with writing a detailed evaluation of the candidate, the chairperson must report the numerical results of the vote and state the chairperson's recommendation for or against the RTP action. At least five business days prior to forwarding the candidate's dossier to the dean, the chairperson must notify the senior faculty, by either written or electronic means, whether the recommendation is for or against the action. The chairperson's recommendation, which becomes part of the RTP application, is a personnel document. As such, the chairperson provides his/her recommendation to the candidate and forwards it or the application to the next levels of review.

If a majority of the department's senior faculty disagree with the recommendation of the chairperson, they have the option to submit a separate elaborated recommendation. Only one such recommendation from senior faculty may be submitted, and it must be signed by a majority of the department's senior faculty. The [chairperson's recommendation](#) and a separate senior-faculty recommendation, if any, are forwarded to the dean as part of the faculty member's RTP dossier.

There are two parts to an RTP candidate's dossier: (1) application (to which is appended the chairperson's recommendation and recommendations of all subsequent deliberative entities and (2) supporting documentation. The dossier must be submitted in portable document format (PDF).

Recommendations are made in the following sequence: the faculty member's chairperson; the appropriate dean*; the university-wide faculty Committee on Reappointment, Tenure, and Promotion (CRTTP); the Provost and Vice Chancellor for Academic Affairs; the Chancellor; and the Board of Trustees. *Note: If the status of publications/artistic activities changes after the meeting of the senior faculty, documentation of that change (i.e., letter from editor, publication/activity date) may occur up to and including the dean's level of evaluation. The dean's office should

insert the documentation of the change in the dossier before transmitting to Academic Affairs. After the dossier leaves the colleges/school, the dossier will not be changed.

Prior to evaluation by the CRTP, the dean transmits all materials to Academic Affairs, which is responsible for ascertaining that the applications are complete, that the required format has been used, and that dossiers are present for all faculty mandated for review. Academic Affairs then transmits copies of the dossiers to the CRTP.

The CRTP may seek additional information or clarification from the chair/director or dean. Such requests must come from the CRTP chair. Applicants get a copy. The requests, justification and responses are inserted into the dossier.

If CRTP receives any unsolicited information regarding a candidate's application, other than what appears in the official dossier, the CRTP must disregard this information in assessing the dossier.

All recommendations, whether positive or negative, are forwarded to the next deliberative entity. However, if the majority vote of the senior faculty and the recommendations of both the chair and the dean are all negative, the process stops and the faculty member's RTP application is denied. This decision is reported to subsequent deliberative entities, but the application does not go forward. All other recommendations, whether positive or negative, are forwarded to the next deliberative entity.

The faculty member may withdraw the application at any stage of the process. The department chair/school director and dean must provide an elaborated written explanation of their recommendations; however, subsequent deliberative entities may forward their recommendations with or without elaboration, except that any negative recommendation that follows a positive recommendation or any positive recommendation that follows a negative recommendation at the previous level must be elaborated. The department chair/school director, the dean, the chair of the Faculty Committee on Reappointment, Tenure, and Promotion, and the Provost and Vice Chancellor for Academic Affairs shall each transmit written notification of their recommendations to the faculty member within ten business days of the recommendation. All written notifications and recommendations become part of the candidate's RTP dossier. Authors of such communications must insert them into the candidate's dossier before forwarding to the next deliberative entity.

Faculty members who submit an RTP application prior to their mandatory date are not penalized for negative recommendations. They may withdraw the application at any step of the review process and may submit the application at the mandatory review date without further consequence. Applicants are strongly advised to consult with their department chairs/school directors, mentors, and have their support when applying prior to the mandatory review period. Faculty who submit applications prior to their mandatory review date, but are not recommended for tenure and promotion, continue under the existing contract and submit the RTP application at the mandatory review cycle without penalty.

See the [employment policy for Randall Library for promotion process](#)

e. Process for Cameron School of Business Faculty RTP Applications

Applications for reappointment, tenure, or promotion of a faculty member of the Cameron School of Business follow the same process as for other faculty except that at the school level the dean, prior to writing an evaluation, must assemble, consult with, and take an advisory vote of the committee of senior Cameron faculty elected by tenured Cameron faculty. The dean shall report the numerical results of any vote. If a majority of the school's committee disagrees with the recommendation of the dean, they have the option to submit a separate elaborated recommendation to the university-wide faculty committee on Reappointment, Tenure, and Promotion (CRTP). The school will establish and publish a process to assure completion of this additional

step within the time frame set for submission to the CRTP.

f. Process for Department Chairperson RTP Applications

Applications for tenure or promotion of a department chairperson follow the same process as for other faculty except that recommendations are initiated by the chairperson's dean after consultation with the assembled senior faculty of the department involved. The dean must report the numerical results of the senior-faculty vote along with the dean's recommendation. A majority of the department's senior faculty may, at their option, submit a separate elaborated recommendation, according to the procedure stated above. Recommendations, whether positive or negative, then follow the same route as for other faculty. However, if the majority vote of the senior faculty and the recommendation of the dean are both negative, the chairperson's RTP application is denied.

g. Final Action

Following recommendations by the Provost and Vice Chancellor for Academic Affairs and the Chancellor, all recommendations for reappointment, tenure, or promotion are forwarded to the Board of Trustees for final action. The Chancellor transmits written notification of his/her recommendation to the faculty member within ten business days. The Provost provides the faculty member with timely written notification of the final action.

5. Applications for RTP: Instructions (link in handbook)

[Updated 12/02/2021]

[Approved by the Faculty Senate April 1998; revised April 2004, Sept 2011]

a. Eligibility and Timing

1. A faculty member hired as an assistant or associate professor must complete at least two years of probationary service before being considered for tenure and/or promotion. No other minimum time requirement for service at any level has been established. Applications for tenure prior to a mandatory review date must demonstrate that special circumstances or exceptional productivity have provided sufficient evidence that the faculty member has met the qualifications for that action.
 2. An untenured assistant or associate professor may not apply for promotion without also applying for tenure.
 3. A faculty member may not be tenured at the rank of assistant professor. (This policy does not apply to faculty tenured as assistant professors prior to April 2004.)
 4. Typically, candidates for tenure and promotion are reviewed in the fall, and candidates for reappointment are reviewed in the spring. However, a faculty
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member hired with a start date in January may be reviewed for reappointment in the fall or for tenure and promotion in the spring if that semester is the mandatory final semester for review. Discretionary reviews, whether for tenure (with or without promotion) after the required two-year probationary period but prior to the mandatory time for review or for promotion of a tenured faculty member, may be conducted either fall or spring semester.

5. An assistant professor with an initial four-year contract must be reviewed for reappointment no later than early in the sixth semester of employment.
6. An assistant professor with a second three-year contract must be reviewed for tenure and promotion no later than early in the third semester of that contract (eleventh semester of employment).
7. An associate professor (not granted tenure at the time of contract) who holds an initial five-year contract must be reviewed for tenure no later than early in the seventh semester of employment.

b. Content

1. Instructions to the RTP Candidate ([link to application form](#)) (Note from editor: Because of internet security this word document might appear as "read only" in your browser. To enable editing, the file must be downloaded to your computer.)

- (a) Compose and paginate the application to include the first six Roman-numbered sections specified in the form. Beginning with section IV, all required subcategories must be included as numbered. The candidate should not add narratives or additional categories to the prescribed [form](#).
- (b) Whenever it is appropriate to list items by date, use reverse chronological order (most recent first).
- (c) There are two parts to an RTP candidate's dossier: the application (to which is appended the chairperson's² recommendation) and the supporting documentation, which must be submitted in a portable document form (pdf).

(1) The Application

The application should be self-contained, since it is typically read in its entirety by members of the CRTP before supporting documentation is

¹ Normally, this is the department chairperson.

In cases where the department chair is being recommended, the administrator responsible for making the initial recommendation is the college or school dean.

consulted. The application must be prepared in the prescribed form.

(2) Supporting Documentation

Documentation must be submitted in a portable document format (pdf).

All refereed publications published since the candidate was appointed at the present rank. Give complete bibliographic references for materials already published or accepted or under review for publication. For works accepted for publication but not yet released, include letters from editors confirming acceptance, journal title/press, or expected date of artistic activity. If not single authored, then list authors in order in which they will appear in print. Upload supporting documentation to the secure RTP dossier website. Upload published works or final drafts of submitted works, except for books. For books, upload the title page and the table of contents only.

- A table of contents or explanation of the organization of the supplementary documentation is helpful.

2. Instructions to the Administrator responsible for Making the Initial Recommendation

- (a) Verify that the application includes a summary report of the IDEA instrument by semester.
- (b) Verify that appropriate courses taught by the RTP candidate since last personnel action are included in the IDEA report.
- (c) Review and verify that the application includes Sections I – VI. All required subcategories must be included as numbered. If there are no items listed under an optional subcategory, return to the candidate and ask that he/she simply omit this subcategory and renumber remaining subcategories sequentially.
- (d) Assemble, consult, and take an advisory vote of the senior faculty of the school or department.

- (e) Prepare, sign and date the Chair's Evaluation (Section VII of the application).
 - (f) Complete the Certification section (Section VIII of the application).
 - (g) Notify the senior faculty at least five business days prior to forwarding the candidate's dossier to the dean, by either written or electronic means, whether the chairperson's recommendation is for or against the candidate's application.
 - (h) Number the pages of the application.
 - (i) Submit electronic copies of the application.
3. Guidelines for Writing the Chairperson's Recommendation
- (a) Normally the recommending officer is the department chairperson/school director. The Dean serves as the initial recommending officer for a department chairperson requesting tenure and/or promotion. In all cases, the recommendation must be signed and dated by the recommending officer.
 - (b) Required subcategories for Chairperson's Recommendation:
 - (1) Teaching section should reflect a summary of student and peer evaluations, chairperson's annual evaluations, and review of teaching-related activities included in the candidate's dossier. The purpose of this holistic review of teaching effectiveness is so that no single component of teaching evaluation is over-weighted.
 - (2) Summary and evaluation of scholarship/research/artistic activities that includes a critical assessment of the value to the discipline of the candidate's contributions, using discipline-based criteria. (If the chairperson is familiar with the quality of the journals in which the candidate's publications have appeared, it is appropriate to include this information in the recommendation.)
 - (3) Summary and evaluation of service include contributions to the university, college or school, department and/or program, the profession, and the community.
 - (c) Optional subcategories

Although not required as part of the evaluation, the following are helpful to decision makers who are external to the department.

- (1) An explanation of any special circumstances that, in the chairperson's opinion, are relevant to the application for reappointment, promotion and/or tenure (e.g., FMLA or special assignments).
- (2) Comments submitted by senior faculty (Paraphrased comments may be used at the discretion of the chairperson. Neither quoted comments nor the identity of the source may be included without the permission of the senior faculty member being quoted.)

(d) Certification

The *evaluating officer* shall:

- (1) Certify the names of senior faculty who were assembled and consulted for this recommendation.
- (2) State the numerical vote of the assembled senior faculty (the number for/against; the officer shall not identify how individual faculty cast their votes).
- (3) If a majority of the senior faculty has prepared a separate, elaborated dissenting recommendation, insert that recommendation prior to forwarding the dossier to the dean. That recommendation must be signed by a majority of the senior faculty and should follow the same guidelines for content as that of the chair/director.

6. Applications for Reappointment, Tenure, and/or Promotion

[Prescribed form.](#)

7. Appeal from Non-Reappointment

[Updated 07/21/2009]

A subset of the Faculty Hearings Panel—the Hearings Committee—reviews decisions of non-reappointment, suspension, discharge, or termination at the written request of the faculty member receiving such notice, in order to determine whether the decision was based upon any of the grounds stated to be impermissible. A decision not to reappoint may not be based upon (See section [604 B of The Code](#)):

- a. the exercise of the faculty member of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or,
- b. any of the protected statuses included in Section 103 of The Code or other forms of discrimination prohibited by campus Board of Trustees; or,
- c. personal malice (meaning dislike, animosity, ill-will, or hatred based on personal characteristics, traits, or circumstances of an individual. See section [101.3.1, II.B of the Policy Manual](#) for details.

Should the committee determine that the decision may have been based upon (1) any of these impermissible grounds; or (2) material procedural irregularities, it grants the faculty member a hearing and either confirms the previous decision or forwards a recommendation for corrective action to the appropriate academic officer.

The procedures and grounds for appealing a non-reappointment decision are described in [Section 603](#) and [Section 604](#) of the Code of the University of North Carolina and in [Article VI](#) of Policies of Academic Freedom and Tenure.

See also the sections on appeals from [termination](#) or [discharge](#).

E. Retirement and Resignation

1. Preparing for Retirement

a. Retirement Plans

[Updated 11/11/2009]

Full-time and three-quarter-time faculty are required to join one of two retirement plans. The decision is the individual's and must be made within 60 days of employment. [The two plans](#) are (1) North Carolina Teachers' and State Employees' Retirement System (TSERS) and (2) the Optional Retirement Plan (ORP). Faculty should consult the UNC document "[Your Mandatory Retirement Plan Decision Guide](#)" when making the decision. Once the selection is made, it cannot be changed.

b. Tax-Sheltered Plans: 401(k), 403(b), and NC 457

[Updated 09/03/2003]

Faculty are eligible to participate in [401\(k\), 403\(b\), and NC 457](#) plans. For further information, contact Human Resources at 962-3160

2. Announcing Retirement

[Updated 09/03/2003]

Human Resources recommends the following:

- a. Faculty considering retirement should call [Human Resources](#) for an appointment with the faculty benefits representative. Human Resources will provide the latest

information on retirement benefits and help the faculty member decide the most beneficial date for retirement.

- b. A faculty member who has made a definite decision to retire should notify the department chairperson as soon as possible.
- c. Under current law, employees in TSERS can apply no earlier than 120 days prior to their retirement date. The faculty member should call Human Resources to set up an appointment to file the appropriate retirement applications.
- d. For employees participating in the ORP, notification should be made with the ORP vendor(s) of the intended retirement date. The vendor will provide information on benefit payment options

3. Phased Retirement

[Updated 10/16/2009]

- [UNCW's Phased Retirement Policy](#)
- [Human Resources' Phased Retirement Web Page](#)

4. Health Care for Retirees

[Updated 09/03/2003]

a. Medical Insurance

During the retirement process, retiring employees must enroll through the Teachers' and State Employees' Retirement division for retiree health with the State Health Plan.

b. Medicare (Social Security)

At the age of 65, every employee should contact the local Social Security Administration (1528 South 16th Street) for information concerning Medicare coverage. For employees who continue to work, the State Health Plan remains the primary carrier. Only upon retirement at the age of 65 or older does Medicare become primary. In order to maintain the same level of coverage the retiree must enroll in Medicare parts A and B.

When approaching retirement, an individual should contact the Social Security Administration to obtain information on benefits available to a retiree.

5. Reemployment after Retirement

[Updated 09/03/2003]

After a six-month break during which no work is performed, if a TSERS participant returns to work with a TSERS employer on a part-time, interim, temporary or

contractual basis in a position not eligible for TSERS membership, the participant will be subject to earnings restriction of the greater of the following:

- 50% of gross 12 month pre-retirement salary
- An annual amount computed by the Department of State treasurer

There is no earnings limit for Optional Retirement Program participants. Earnings from any source may affect social security benefits for retirees from age 62 to their social security retirement age.

6. Resignation

[Updated 09/03/2003]

A faculty member who decides to resign shall, as soon as possible, notify the appropriate dean of the decision in writing. The dean shall notify the Provost and Vice Chancellor for Academic Affairs, who shall then forward the notice to the chancellor.

F. Termination, Discharge, and Suspension

1. Termination of Employment

[Updated 08/03/2009]

a. Description

In contrast with discharge, "termination of employment" is unrelated to disciplinary penalties.

[Section 605](#) of The Code of the Board of Governors and [Article IX](#) of UNCW's Policies of Academic Freedom and Tenure state that the employment of faculty members with permanent tenure or of faculty members appointed to a fixed term may be terminated by the university because of:

1. demonstrable, bona fide institutional financial exigency or
2. major curtailment or elimination of a teaching, research, or public-service program.

For complete information on termination, including procedures and requirements for timely notice, see [Section 605 of The Code](#) and Article IX of UNCW's Policies of Academic Freedom and Tenure.

b. Appeal From Termination

A faculty member who alleges that the termination was arbitrary or capricious may appeal the decision to the Faculty Hearings Committee, in accordance with the procedure specified in [Article IX.B.6](#) of Policies of Academic Freedom and Tenure.

2. Discharge, Suspension, and Reduction in Rank

[Updated 08/03/2009]

a. Description

In contrast with [non-reappointment](#) and [termination of employment](#), discharge, suspension from employment, and reduction in rank are disciplinary penalties.

[Section 603](#) of The Code of the Board of Governors states:

A faculty member, who is the beneficiary of institutional guarantees of tenure, shall enjoy protection against unjust and arbitrary application of disciplinary penalties. During the period of such guarantees the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty.

For complete information on disciplinary sanctions, including procedures and requirements for due process and the right of appeal, see [Section 603](#) of The Code and [Article VIII](#) of UNCW's Policies of Academic Freedom and Tenure.

b. Appeal from disciplinary sanctions

A faculty member may request a specification of reasons for the sanction and may appeal the sanction to the Faculty Hearings Committee, in accordance with the procedure specified in [Section 603](#) of The Code.

G. Grievances

[Updated 11/03/2009]

The Faculty Professional Relations Committee (FPRC) (Senate Bylaws, [Ch. III.C, Art. V.c.2](#)) is authorized to hear, mediate, and advise with respect to the adjustment of grievances of members of the faculty. Grievances within the province of the committee's power include matters directly related to a faculty member's employment status and institutional relationships within the constituent institution.

The FPRC is not authorized to hear grievances regarding the [non-reappointment, suspension, discharge, or termination](#) of a faculty member, which are the province of the Hearings Committee.

A description of the grievances that fall within the province of FPRC and the procedures for redress are described in [Section 607](#) of The Code and in [Article VII](#) of Policies of Academic Freedom and Tenure.

H. Evaluation of Faculty

1. Purpose and Criteria

[Updated 09/03/2003]

The evaluation of a faculty member's performance is recognized as integral to the development of the institution, is used to make decisions about promotion and the awarding of tenure, and serves as a basis for recommendations for merit salary increases. The criteria that are used in evaluating faculty performance are those in Criteria for Reappointment, Promotion and Award of Tenure, ([Chapter IV.D.2](#)), as well as criteria developed by departments and the college and schools. However, since the policies and procedures may be amended from time to time, non-tenured faculty members should consult with the departmental chairperson or the appropriate supervisor concerning current guidelines and criteria.

2. Annual Evaluation

[Updated 09/03/2003]

a. Description

Annual written evaluations are made of each faculty member by the departmental chairperson. This evaluation is done in conjunction with a review of the faculty member's professional development plan. Copies of the evaluation and professional development plan for each member of the faculty are kept on file in the respective department chairperson's or supervisor's office, and a copy of each must be provided to the faculty member. The faculty member shall have the opportunity to reply in writing to the evaluation. Evaluations must be completed by July 1 of each year. Recommendations for merit salary increases, if applicable, rely heavily on the most recent written evaluations. Recommendations for reappointment, tenure, and promotion rely heavily on the annual cumulative written evaluations. Thus, annual evaluations will be included in the RTP dossier.

b. Chairperson's evaluation

To ensure consistency, each tenured and tenure-track faculty member will provide a report of his/her professional activities each year for review by the chairperson. This annual report will address the three major areas of teaching, scholarship/research/artistic activities, and service. The evaluation of faculty by the chair draws from peer evaluations of teaching, scholarship/research/artistic activities, and service; student evaluations of teaching; and each faculty member's summary of his/her professional work for the academic year. This evaluation will consider each of the three areas separately, as well as all aspects combined.

c. Peer Evaluations

A variety of methods of peer evaluation, based on departmental guidelines, are used across campus. There is no uniform instrument for peer evaluation. Each

department is required to have guidelines for information to include as the basis for peer evaluation and the process by which such peer evaluation will take place. For consistency across departments in a college/school, the dean's office shall be responsible for reviewing departmental guidelines and processes and ensuring equity across departments. Typically, faculty are requested to include in their review materials the following: syllabi and related course documentation, statements about courses developed or revised, reprints of publications/reviews of artistic activities, participation in annual professional conferences, grant activities, and service contributions. For new and non-tenured faculty and graduate teaching assistants, peer review includes direct observation of classroom teaching once each semester until promoted and/or tenured. Faculty members retain the right to append a response to a peer's classroom observation. After individuals are tenured, peer observations will occur twice during a five-year period (and a minimum of twice before a promotion decision.)

[Updated 02/18/2014]

[Updated 04/21/2015]

3. Teaching Evaluations

[Updated 06/21/2013]

[Updated 01/16/2018]

The Evaluation Committee (Senate Bylaws, Ch. III.C, Art. V.B.1) of the Faculty Senate is charged with regularly reviewing both student and peer evaluation procedures, and with reporting and making recommendations for improvement to the Senate. Because numerous studies have indicated that both peer and student evaluations are necessary for the equitable evaluation of teaching effectiveness, it is strongly suggested that both peer and student evaluations be given emphasis in personnel recommendations.

a. Peer Evaluation of Teaching

A variety of methods of peer evaluation, based on departmental guidelines, are used across campus. Each department is required to have specific and easily accessible guidelines for information to be included as the basis for peer evaluation and the process by which peer evaluation will take place. For example, faculty may include sample course syllabi and materials, statements about courses developed or revised, and student evaluations. For tenure-track and non-tenured faculty, peer evaluation includes direct observation of teaching.

b. Student Evaluation

Individual student evaluation results, when combined with peer evaluations of teaching, can contribute to evaluating an individual's teaching effectiveness and to identification of areas of strength and areas where improvement is possible.

Student evaluations of teaching are considered in annual evaluation; reappointment, promotion, and tenure; and post-tenure review. Every faculty

member is evaluated by students every semester in all courses (including summer courses) using an instrument developed by IDEA (Individual Development & Educational Assessment), a non-profit organization that has provided validity-tested student rating services to colleges and universities since 1975. The central focus of the evaluation is to provide information on students' self-evaluation of their progress in achieving the selected IDEA learning objectives. Use of the IDEA instrument is mandatory, but flexible enough to allow faculty to add supplementary questions.

IDEA provides normed summary ratings adjusted for factors beyond the direct control of the instructor (e.g., student work habits, student motivation). Research-based insights on actions that might be taken to improve teaching are also provided. These reports are available to the faculty member and department chairperson, school director, or appropriate supervisor, together with a comparison to IDEA's national database.

4. Guidelines for the Administration and Use of Student Evaluation Instruments

[Revised by the Faculty Senate spring 2000, 2004, 2013]

[Updated 06/21/2013]

[Updated 01/16/2018]

The reliability of student evaluation data depends, in part, on the establishment of a shared set of common guidelines and practices for administration and use of the IDEA instrument.

a. Administration

1. The IDEA instrument is administered electronically using the following formula to determine the number of days before the end of a course IDEA is to be administered: one calendar day per number of weeks the course is taught. For example, for a 5-week course, IDEA would be administered during the last 5 calendar days of the course; for a 14-week course, IDEA would be administered during the last 14 calendar days of the course.
2. All instructors in all courses ordinarily use the diagnostic IDEA instrument in every semester including summer sessions. Recognizing that some courses rely heavily on specialized, non-classroom learning experiences (e.g., field-based; hospital-based; laboratory-based; performance-based), the learning essentials IDEA instrument may be used with approval. Approval is secured at department or school level and forwarded by the chairperson or director to the IDEA Coordinator by the census date for the requested course(s). Approved changes remain in place until a new request is made. Exceptions to the use of the diagnostic or learning essentials IDEA instruments must be approved by the Faculty Senate Evaluation Committee. Evaluations will not be done for undergraduate and graduate courses with enrollments of less than 3 students.
3. IDEA learning objectives are selected by faculty teaching the course or in accordance with school and department guidelines.
4. When the IDEA instrument is administered in a classroom setting, the instructor should leave the classroom and its vicinity.
5. The use of additional instruments at the close of the semester to evaluate teaching is strongly discouraged.
6. Use of incentives to improve student response rates should be carefully considered and not be grade-based.

b. Analysis and Reporting

1. All analyses will be completed by the IDEA, and reports are made available to the faculty member after grades are due and IDEA releases the data.

Every personnel action recommendation for reappointment, promotion, tenure, or post-tenure review will contain all raw and adjusted summary scores from IDEA reports from the (1) most recent personnel action at UNCW (for RTP), or (2) 5 years preceding the post-tenure review date. Some reports may also require the inclusion of courses evaluated by the SPOT instrument. No statistical calculations or quantitative analysis processed by anyone other than IDEA should be provided.

[Updated 03/01/2014]
[Updated 01/16/2018]

c. Guidelines for Appropriate Use of Student Evaluation Results

1. Data from individual faculty gathered through the use of student evaluations will be treated with confidentiality. The data may, however, be legitimately used by anyone directly involved with evaluation for the purpose of reappointment, promotion, tenure, post-tenure review, or annual departmental review. Release of the data to anyone else is prohibited without the written permission of the faculty member. No single score from any instrument (e.g., IDEA or SPOT) will be reported or used as the sole basis for evaluating instructional effectiveness. Raw scores, adjusted sub-scores and the composite scores will be reported for the IDEA instrument.
2. Comparison of scores to departmental averages and IDEA normative data should only be done in conjunction with other reviews, such as review of a faculty member's longitudinal IDEA scores and peer evaluation results. Departmental and other comparisons done without consideration of context and other review are inappropriate.

d. Warnings against inappropriate use of student evaluation results

1. Averages (raw or adjusted) from the IDEA reports must not be "averaged" to produce a "combined IDEA score."
2. Averages (raw or adjusted) for two or more courses must not be averaged to obtain a "semester IDEA score" for an individual.
3. Averaging IDEA scores from several different courses across several semesters to obtain an "overall individual IDEA score" is improper.
4. Direct comparisons of ratings from the version of SPOT used from fall 1992 through summer 2004 to ratings from the revised version implemented in fall 2004, or to ratings from the IDEA system implemented in fall 2013, are not appropriate.

5. Post-Tenure Review

[Adopted by the Faculty Senate in 1998 and implemented during the 1998-99 academic year.]

[Revised by the Senate in 2001 for 2002-03 implementation.]

[Revised by the Senate in 2015 for implementation fall of 2016]

- a. Introduction

- b. Faculty to be reviewed
- c. Timetable
- d. Procedures
- e. Criteria
- f. Outcomes
- g. Due process
- h. Appeal from a finding of deficient or from a finding of non-compliance with a development plan
- i. Failure to agree on a development plan
- j. Policy review and revision

a. Introduction

Post-tenure review (PTR) is a comprehensive, formal, periodic evaluation of cumulative faculty performance to ensure faculty development and to promote faculty vitality. The purpose of PTR is to support and encourage excellence among tenured faculty by recognizing and rewarding faculty performance that meets or exceeds expectations; provide for a clear plan and timetable for improvement of faculty whose performance is judged to be below expectations; and for those whose performance remains below expectations, provide for the imposition of appropriate sanctions, which may, in the most serious cases, include a recommendation for discharge.

Just as an institution's policies governing the award of tenure must reflect the institution's mission, policies for PTR must also be guided by institutional mission, and the performance of each tenured faculty member must be evaluated in the context of the mission of the individual's college, school and/or department. While PTR is not a revalidation of the award of tenure, many characteristics of an institution's tenure policies remain relevant in judging the performance of tenured faculty. UNCW's Criteria for Reappointment, Promotion, and Award of Tenure ([Ch. IV.D, Sec. 2.b](#)) states:

The primary concern of the university is teaching its students. Thus, teaching effectiveness is the primary criterion for reappointment, promotion, and tenure.

It follows that teaching effectiveness should be the primary evaluation area in the post-tenure review of a faculty member. The "Criteria" also states:

It is essential also that the university faculty be composed of individuals with a variety of strengths. Heterogeneity among faculty in contributions to the university is crucial.... Fixed weightings to be used in determining the relative

importance of these different areas should be avoided in making reappointment, tenure, and promotion decisions.

The most effective way to ensure that the importance of individual contributions is appropriately recognized, and to account for differences in the nature and mission of varied academic disciplines, is to base the post-tenure evaluation on peer review by departmental/school colleagues, and to have the department chair/school director determine the quality of faculty performance and, when necessary, to guide the creation and implementation of a development plan.

To effectively link the annual evaluation of faculty to PTR, the post-tenure review must originate at the department/school level. Each Department/School and/or College (CAS, WCE, CHHS and CSB) will develop and implement a PTR process that is consistent with this policy. Department/School processes must be approved by the appropriate dean. All processes will be submitted to the Office of the Provost for review and assurance that they comport with the UNCW PTR policy. Care must be taken to focus on the features of evaluation that PTR brings, and to avoid redundancy with the annual evaluation of faculty performance. However, it is expected that the PTR will be consistent with annual performance evaluations for the specified review period. PTR provides an opportunity to identify sustained exemplary performance of faculty that may not be recognized over a period of only one year, and to provide appropriate recognition. PTR also provides a constructive mechanism to correct performance of faculty who do not meet expectations in the event that failure to meet expectations occurs. PTR should not be used to suggest ways that competent, conscientious faculty may merely improve their satisfactory performance—annual reviews already have that function.

For PTR, the department chair/school director must consult with a peer review committee in rendering his/her evaluation. To comply with UNC Policy and guidelines [400.3.3](#) and [400.3.3.1 \[G\]](#) deans must provide an evaluative review in addition to the review conducted by the peer review committee and the department chair/school director.

Ongoing support and training will be provided for all post-tenure review evaluators, including peer review committee members, department chairs/school directors, deans, and the university Reappointment, Tenure and Promotion Committee (CRTP). The UNC General Administration will provide training modules for all PTR evaluators, and UNCW shall provide additional training on campus-specific policies and procedures. Post-tenure reviewers are expected to certify to their academic unit heads that they have reviewed these guidelines, completed all PTR training provided by the UNC General Administration and completed all UNCW PTR training.

Each year the provost shall establish deadlines for the completion of the PTR process and will certify to the UNC General Administration that the UNCW PTR

³Department Chairs are the administrative line officers for academic departments housed within the College of Arts and Sciences, the Watson College of Education and the Cameron School of Business. School Directors are the administrative line officers for the professional schools housed within the College of Health and Human Services.

policy and process complies with UNC policy and guidelines [400.3.3](#) and [400.3.3.1 \[G\]](#) and that appropriate PTR training has occurred.

b. Faculty to be reviewed

PTR is required of all tenured faculty whose primary responsibilities (50% or more) are teaching and/or research and/or service. For each chair/school director or other administrator within the College of Arts and Sciences, the College of Health and Human Services, the Watson College of Education and the Cameron School of Business, the dean, in concert with the provost, shall determine whether that person meets the criteria for mandatory review.

c. Timetable

Faculty for whom PTR is required must undergo a review no later than the fifth academic year following the most recent of the following review events:

1. award of tenure and/or promotion at UNCW,
2. prior post-tenure review,
3. return to faculty status following administrative service of two years or more.

Exceptions shall be made in the following cases:

1. A period when a faculty member is on leave from professional duties shall not be included as part of the five years between mandatory review events; in such cases, the maximum interval shall be extended accordingly. See UNCW [policy 03.240](#) Postponement of Reappointment, Tenure, Promotion and Post-tenure Review.
2. A period when a faculty member has reassigned time shall be included as part of the five years between mandatory review events; however, a faculty member who is temporarily assigned to duties away from the Wilmington area (e.g., Swansea, Wales, but not to include teaching in programs offered at distance locations, i.e., Onslow County) during the period when a review is required shall undergo review during the semester when duties in the area are resumed.
3. PTR is not required of a faculty member who is in phased retirement or has officially set an irrevocable retirement or resignation within the next 12 months.

At the beginning of each academic year, each dean shall provide department chairs/school directors a list of faculty required to be reviewed during that year.

d. Procedures

Performance shall be reviewed for the preceding five years, unless one or more of the above conditions exists. At the beginning of the PTR cycle, faculty members will prepare, in consultation with their chair/school director, a brief written five-year plan or set of goals consistent with the expectations of the department/school. This plan can be modified annually by the faculty member in consultation with the department chair/school director as deemed appropriate.

A faculty member being reviewed shall provide a succinct written report, for the period being evaluated, on all aspects of professional activities in teaching, research/artistic achievement, and service. Faculty members who have professional responsibilities or modified assignments that affect the balance of their duties between teaching, research, and service must note this in their report, and the PTR process at all stages must take this balance into account. Each department/school/ and/or college shall establish the format for the report, except that it must include (where applicable) courses taught, theses and dissertations directed, and all evaluations of teaching; documentation of publications, performances, and presentations; service activities; copies of all annual evaluations for the years under review; and the goals established by the faculty member and a brief statement of progress toward achieving the goals.

PTR must include peer review of faculty professional performance. Each department/school shall establish a fair, unbiased procedure for peer review, which must include a peer evaluation by at least three tenured colleagues of the faculty member's record in teaching, research/artistic achievement, and service. All members of the peer review committee must be tenured faculty. The faculty member being reviewed shall not have the option of selecting members of the peer review committee.

The peer reviewers shall present a written peer review committee recommendation, either individually or collectively, as specified by unit policies, to the department chair/school director. The peer review committee recommendation is advisory to the department chair/school director. The department chair/school director will develop a written evaluation. The evaluation by the department chair/school director shall state whether the faculty member's overall professional performance *exceeds expectations*, *meets expectations* or *does not meet expectations* and the major reasons for the determination. The chair/director will inform the PTR peer review committee of the outcome of the recommendation.

The department chair/school director shall provide a copy of the chair's/directors written evaluation and the peer review committee recommendation to the faculty member and shall meet with the faculty member to discuss the evaluation. The faculty member has the option of attaching a written response to this evaluation. No later than ten days after the evaluation meeting, the department chair/school director shall forward the faculty member's PTR report, a list of the peer evaluators, a copy of the written evaluation, and the faculty member's written response, if any, to the appropriate dean.

The dean will conduct an evaluative review of these materials and provide the department chair/school director and the faculty member a written statement reporting the outcome of the review (*exceeds expectations*, *meets expectations*

or *does not meet expectations*) and the major reasons for the determination. The faculty member has the option of attaching a written response and requesting a meeting with the dean to discuss the evaluation. This written response should be presented within ten working days of the dean's written notification to the faculty member.

If the department chair/school director and dean each conclude that the faculty member's performance *meets* or *exceeds expectations*, the PTR process is complete. In order for a faculty member to receive a final rating of *exceeds expectations*, the chair/school director and the dean must both render a rating of *exceeds expectations*. Otherwise, the final rating is reported as *meets expectations*.

If the department chair/school director and dean agree that the faculty member's performance *does not meet expectations*, the faculty member and chair/school director will, in consultation, create an individual development or career plan that includes specific steps designed to lead to improvement, a specified timeline in which improvement is expected to occur, and a clear statement of consequences should improvement not occur within the designated timeline. More detailed information on the development plan is presented in section "f. Outcomes" below.

If the evaluations of the department chair/school director and the dean differ from one another, and either provides an evaluation of *does not meet expectations*, the PTR process will proceed to the University RTP Committee for an evaluative review. The submitted materials, along with the department chair/school director and dean evaluations, and any written responses by the faculty member, should be forwarded to the RTP committee within fifteen working days of the dean's notification to the faculty member.

The Chair of the University RTP committee will provide the Provost a written recommendation reporting the outcome of the committee's review (*exceeds expectations*, *meets expectations* or *does not meet expectations*). The committee's recommendation is advisory to the Provost. The Provost will render a final decision, in writing, to the faculty member, chair/school director, and dean. The Provost's decision completes the PTR process.

Throughout the process, reviewers at any level should recuse themselves if they believe their relationship with the faculty member prevents them from fair and objective consideration of the faculty member's performance for PTR. No person related to or having a romantic relationship with the faculty member may deliberate or recommend on a PTR action. Accordingly, deliberations must follow the UNCW 08.190 Employment of Related Persons (Anti-Nepotism) Policy.

All documents that played a substantive role in the review, all evaluative reviews (including peer review committee recommendations) and actions taken as a result of the review will be maintained in the faculty member's personnel file located in the appropriate department/school/dean's office. These files will be maintained for a period consistent with the UNC General Records Retention and Disposition Schedule. Faculty may appeal any decision within the PTR process if the faculty member feels his or her rights were violated or that procedural irregularities cast doubt on the validity of the decision (see section "h" for appeal process).

The dean will provide the Provost with a written report listing the name of faculty members reviewed during the academic year, a summary of the outcomes of those reviews, confirmation that all UNCW PTR policies and procedures were followed, and any additional information as required by UNC General Administration.

e. Criteria

Annual evaluations for the period under review will substantially inform the PTR process; however, annual reviews should not be substituted for the “comprehensive, periodic, cumulative review” required by UNC Policy 400.3.3.

Each faculty member reviewed for post-tenure review shall be given an assessment that is in one of the following three categories: *exceeds expectations*, *meets expectations*, or *does not meet expectations*.

Criteria for *meeting expectations* are professional competence and conscientious discharge of duties in relation to the goals/plan established at the beginning of the review period, taking into account distribution of workload as assigned by the department chair/school director. Performance below these criteria *does not meet expectations*.

Criteria for *exceeds expectations* are sustained excellence in the teaching, research/artistic achievement, and service portfolio; and professional performance that is substantially above expectations and that significantly exceeds the performance of most faculty in the unit and the university.

f. Outcomes

The department chair/school director, dean, and Provost (when applicable) shall be responsible for providing the faculty member under review with written feedback clarifying the reason for the assessment. Information regarding an assessment that falls into the category of *exceeds expectations* will be shared with relevant parties in regard to university rewards and awards. Information regarding the assessment that falls into the category of *does not meet expectations*, whether that evaluation comes from the department chair/school director, dean, or Provost, will include a description of the faculty member’s assigned duties and directional goals established. In the case of performance judged to *meet expectations*, the department chair/school director or dean shall forward to the faculty member a copy of the evaluation by the deadline set by the Provost.

Normally, within ten working days of receipt of the evaluation or within ten working days following the denial of an appeal of the finding of *does not meet expectations*, the department chair/school director and faculty member shall meet and, in consultation, begin to create a development plan that is the product of mutual negotiation. The plan should respect professional self-direction and should be flexible enough to allow for alteration. The plan should represent both a

commitment to improvement by the faculty member and to the support of that improvement by the department chair/school director, dean and institution. Establishment of a development plan is not a disciplinary action; rather it is a mechanism for committing to specific development goals and strategies. The plan should be developed within one month after the initial meeting and shall include the following:

1. specific strategies and steps designed to lead to improvement,
2. delineation of specific outcomes that constitute improvement,
3. resources to be committed, if any,
4. a specified timeline, not to exceed three years, in which the improvement is expected to occur,
5. a statement regarding new allocation of responsibilities, if duties are modified as a result of an assessment,
6. a statement of the process by which performance under the plan will be evaluated and feedback provided to the faculty member, including possible peer mentoring processes, and clear specification of who will conduct the evaluation. The evaluation must include at least semi-annual progress meetings with the department chair/school director, followed by a report to the dean.
7. a clear statement of consequences should the improvement not occur in the designated timeline.

The faculty member and the department chair/school director shall sign the development plan, and the department chair/school director shall forward a copy to the dean who must approve the plan and any resources to be committed.

As noted in 6. above, progress toward achieving goals in the development plan will be reviewed in subsequent performance reviews by the department chair/school director, who will provide detailed feedback to the faculty member. These reviews will occur at least semiannually. A copy of these reviews will be provided to the dean. At the end of the time specified in the development plan, the department chair/school director will review the faculty member's performance and make one of the following recommendations: (a) the faculty member's performance has improved and no further action is necessary pending the next regularly scheduled PTR, (b) the faculty member's performance has improved but not to the expected level, requiring adjustments in the developmental plan and/or the faculty member's workload, or (c) the faculty member's performance continues to be below expectations, in which case the chair/school director may recommend to the dean the imposition of appropriate sanctions.

If the dean agrees with the department chair/school director recommendation that no further action is necessary, the review process stops pending the next regularly scheduled PTR, i.e. the date five years from the original PTR date. If the dean agrees with the recommendation for adjustments in the development

plan and/or workload, the changes are implemented and the performance will be reevaluated at least semiannually. The post tenure review stops when the performance meets the expected level within the specified timeframe. If the dean agrees with the department chair/school director recommendation for the imposition of serious sanctions, the dean forwards this recommendation to the Provost, who will make the final decision regarding such action. Serious sanctions that may be imposed include demotion, salary reduction and recommendation for discharge.

If the dean disagrees with the department chair/school director evaluation of progress toward achieving goals in the development plan, the dean, department chair/school director and the faculty member shall meet with appropriate offices within the University as agreed upon by all parties to resolve the issues. If differences cannot be successfully resolved, the issue will be forwarded to the Provost or his/her designee for final arbitration and resolution.

g. Due Process

[The Code](#) states: "A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary penalties. During the period of such guarantees, the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty" (VI: 603). Due process and the right of appeal as specified in The Code and UNCW's Policies of Academic Freedom and Tenure (Chapter IV.A) shall be guaranteed. The outcome of evaluation should be confidential—that is, confined to the appropriate university persons or bodies and the faculty member being evaluated—and released only at the discretion or with the consent of the faculty member.

A faculty member may appeal to the Faculty Professional Relations Committee (FPRC) a finding of *does not meet expectations*, a finding of *non-compliance with a development plan*, or the imposition of sanctions other than discharge, suspension from employment, or diminishment in rank. A faculty member may appeal the imposition of serious sanctions (discharge, suspension from employment, or diminishment in rank) to the Hearings Panel as specified in [Chapter VI of The Code](#).

h. Appeals

A faculty member may appeal a finding of *does not meet expectations* if there has been an alleged violation of due process. The appeal must be made by letter to the chair of the Faculty Professional Relations Committee - FPRC (Faculty Senate Article V.B.1), within ten working days after the faculty member has received the written evaluation from: 1) the department chair/school director, and dean, and/or (2) the Provost. Faculty may also appeal a finding of non-compliance with a development plan using the above process. Again, this appeal must be based on violation of due process.

The FPRC, with assistance from the UNCW Office of General Counsel, reviews the request of the faculty member in order to determine whether the decision may have been based upon violation of due process. A finding of *does not meet expectations* or a finding of non-compliance with a development plan may not be based upon (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; (2) discrimination based upon the faculty member's personal characteristics, such as age, color, handicap, national origin, race, religion, sex, or sexual orientation; (3) personal malice; or (4) procedural irregularities that cast reasonable doubt upon the validity of the decision and which may include but are not limited to the following:

1. a process not in compliance with the policies and procedures set forth in this document.
2. a process not in compliance with the policies and procedures set forth in the departmental/school/college PTR policy.
3. a process not in compliance with existing policies of faculty evaluation published in [The Code](#) or the UNCW Faculty Handbook.
4. a finding of *does not meet expectations* that is inconsistent with the faculty member's annual evaluations for the period under review, unless reasons for the finding are both extraordinary and also clearly and reasonably articulated in writing.
5. a finding of non-compliance with a development plan that is inconsistent with the terms stated in the development plan.

Based on issues of due process, the committee will determine whether or not the appeal should be upheld and communicate a recommendation to the Chancellor or Provost, as appropriate. If the Chancellor or Provost decides to uphold the appeal, the PTR process will be reinitiated. If the appeal is not upheld, the PTR process is concluded.

i. Failure to agree on development plan

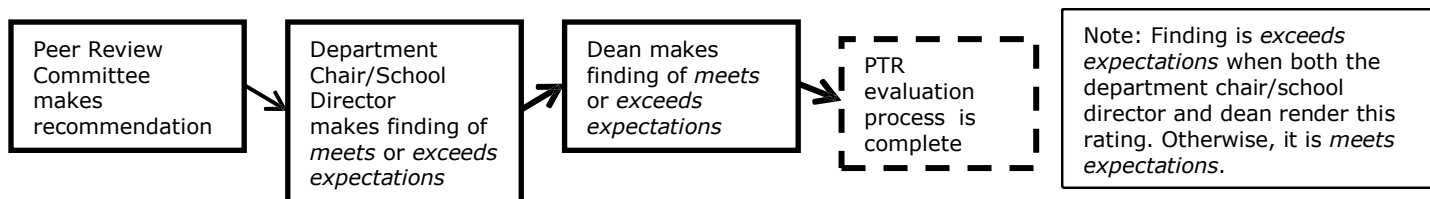
If a mutually acceptable plan is not reached within one month after the initial meeting, the currently existing mediation process of the University shall be utilized. If a mediated settlement cannot be achieved utilizing this process, the Associate Vice Chancellor of Human Resources or his/her designee shall advise adjustment by the dean, and the dean shall act as arbitrator in the development of a plan. The dean has the authority to utilize appropriate University offices and services to assist with achieving agreement on the development plan. If, after arbitration, a faculty member refuses to formulate the development plan, the dean will refer the faculty member to the Provost for final arbitration and resolution. Failure of the faculty member to

participate in good faith toward the creation of the development plan may result in the imposition of sanctions up to and including dismissal.

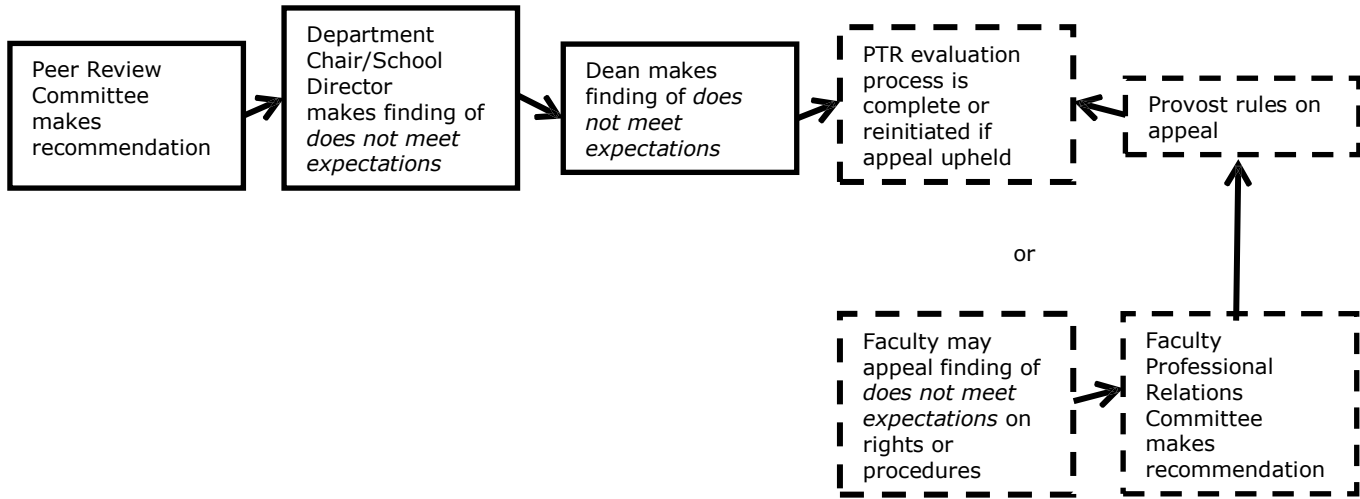
General Flow of Evaluation Process: Three Possible Scenarios

(N.B. The flowcharts presented in these possible scenarios are provided for illustration purposes only and do not themselves constitute policy)

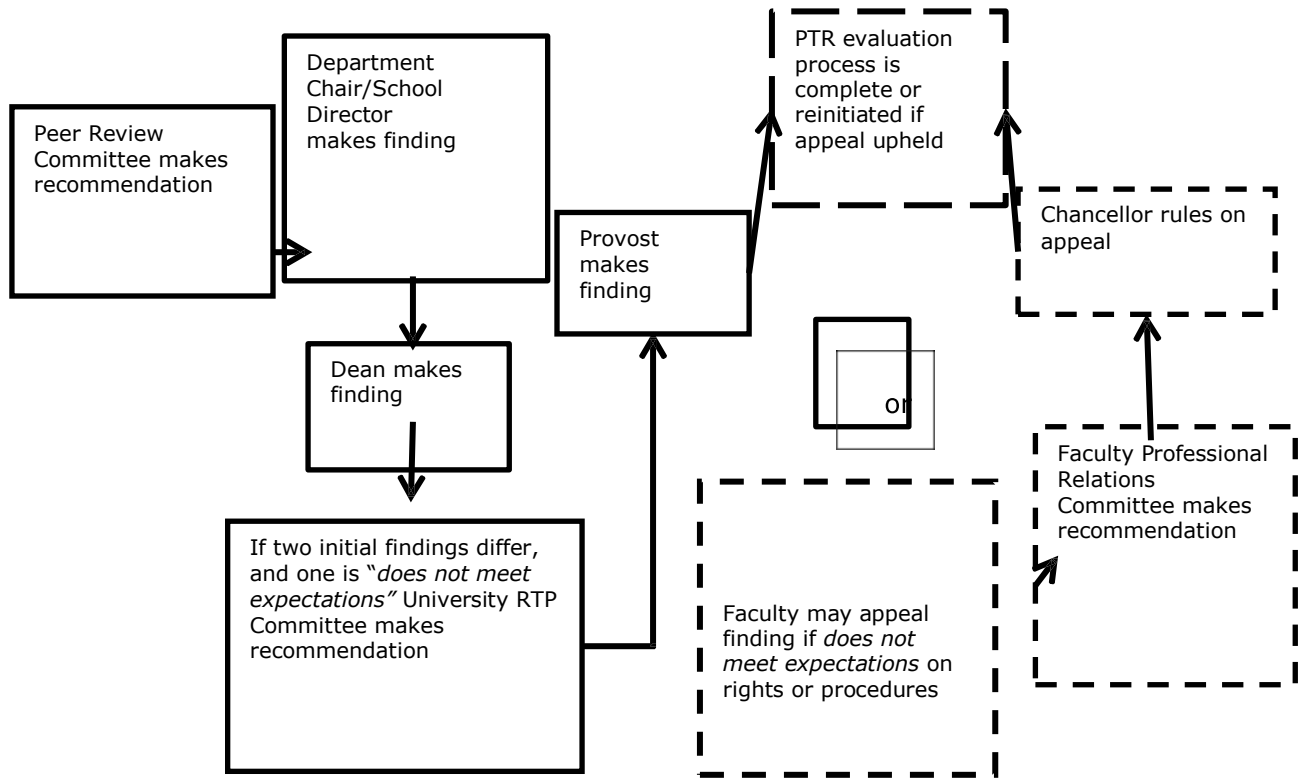
Scenario 1: Two Initial Findings of "Meets Expectations" or "Exceeds Expectations"



Scenario 2: Two Initial Findings of "Does Not Meet Expectations"



Scenario 3: Two Initial Findings Differ and One is "Does Not Meet Expectations"



j. Policy review and revision

UNCW's PTR policy was initially developed by a committee of faculty, adopted by the Faculty Senate in the spring of 1998, and approved by the Board of Trustees of UNCW and by the Board of Governors of the University of North Carolina. The first academic year of its implementation was 1998-99. *The present revision took place during the 2014-2015 Academic Year as a result of revision to UNC Policy 400.3.3 and 400.3.3.1 [G], June 20, 2014. The revision was crafted by a representative ad hoc Committee on Post Tenure Review and approved by Faculty Senate.*

Revisions in this PTR policy may be initiated at any time by action of the UNCW Faculty Senate or administration, or the UNC General Administration. Non-editorial revisions require approval by both the Board of Trustees of UNCW and by the Board of Governors. Such revisions shall become effective in the academic year following their approval by the Board of Governors.

The policy was revised in the spring 2015, with implementation during the 2015-16 academic year.

I. Benefits

The [Human Resources](#) web page maintains a comprehensive list of faculty benefits at their website. A brief description of some of these benefits is provided here.

1. College Savings (529) Plans

[Updated 07/03/2013]

All 50 states offer college savings (529) plans with significant tax advantages. Contributions to the [North Carolina College Savings Program](#) may be made through payroll deduction. However, faculty are not limited to the North Carolina plan. Faculty can consult their financial advisor for advice about which plan is best for them.

2. Flexible Spending Accounts (NCFlex)

[Updated 07/03/2013]

Through the NCFlex Flexible Spending Accounts, faculty have the opportunity to pay for certain out-of-pocket health care and dependent care expenses with pre-tax dollars. All contributions to the FSAs are deducted from faculty pay before federal and Social Security taxes are calculated.

The [NCFlex Benefit](#) Program offers benefits including:

- Health Care Spending Account — lets faculty pay for certain medical, dental, or vision expenses that are not covered by insurance plans.
- Dependent Day Care Flexible Spending Account — lets faculty pay for certain child or elder care expenses.
- Dental plan
- Vision plan
- Critical illness plan
- Cancer plan
- Accidental death & disability
- Group Term Life Insurance

Each year, faculty can elect how much they wish to contribute to NCFlex accounts, up to the FSA maximums.

- See the [NCFlex website](#).

3. Medical Plans

UNCW offers employees with permanent 0.75 FTE or greater appointments options for comprehensive medical coverage.

The State Health Plan offers three preferred provider organization (PPO) plans from which to choose (See: [NC State Health Plan](#)). The university covers the cost of employee only coverage for permanent employees with a minimum $\frac{3}{4}$ time appointment for the 70/30 plan. Eligible employees pay the full cost for dependent coverage. If an employee needs help deciding which option is best for him/her, he/she should go the Human Resources [Medical Benefit](#) page.

There are also a number of supplemental insurance options such as cancer, dental, vision, legal, and long-term-care. These insurance options are also described at the Human Resources [Benefits](#) site.

4. Leave of Absence

[Updated 07/03/2013]

The University of North Carolina does not have a sabbatical leave program ([Ch. IV, Art. XI](#)). Faculty who wish to take a leave of absence with partial pay or without pay for professional or personal reasons should contact the department chairperson and the appropriate dean to initiate the process, and the office of Human Resources for information about continuation of benefits while on leave. Arrangements may be made for faculty to pay for the continuation of benefits while on leave.

Faculty on an academic-year (nine month) appointment do not earn annual leave or sick leave, but they are entitled to the official holidays that are listed in the "Calendar of Events."

Faculty are eligible for benefits under the Family Medical Leave Act (FMLA). For information on these benefits, contact [Human Resources](#).

* [HR Leave Policies](#)

5. Professional Liability Coverage

[Updated 07/03/2013]

Free liability coverage is provided to university employees by the Office of the President. The program is designed to pay specific types of judgments which may be rendered against any employee as a consequence of conduct undertaken within the course and scope of employment. The maximum payable under this plan, which is a part of the [Tort Claims Law](#), is \$100,000. The university system also has purchased a supplemental plan for coverage of university employees and officers up to a maximum of one million dollars.

6. Salary

[Updated 11/19/2009]

A starting salary is determined by the dean and the Provost and Vice Chancellor for Academic Affairs in consultation with the department chairperson and is influenced

by the qualifications of the appointee, availability of funds, and market conditions in the specific field. Annual salaries for incoming full-time faculty members are paid in twelve monthly installments.

In years when the legislature has provided funds for salary increases, department chairpersons review salaries of their faculty and recommend increases based on the annual evaluation of faculty performance. Procedures and criteria for merit salary increases vary across departments. The need for salary adjustments to address inequities should be reported to the dean by chairpersons as appropriate. Salary increments for promotion in rank are fixed. The chancellor, following consultation with the provost and the deans, approves the cost-of-living and/or merit increases as available from actions of the legislature and from the Board of Governors and the Office of the President of the University of North Carolina system.

At the same time that salary letters are prepared each year, the Provost and Vice Chancellor for Academic Affairs furnishes to all faculty a statement on salary which includes, among other things, the maximum, average, and minimum salaries and the maximum, average, and minimum salary increments for that year in dollars and percentage increases. This information is provided for each rank and separately for the school and each college.

a. Direct deposit of salary

During the regular semester, direct deposit is required of all permanent employees. Direct payroll deposit authorization forms are available [online](#) at the [Payroll Office](#). Pay stubs are distributed electronically on the last work day of the month except for December, when they are distributed during the week prior to the holidays.

b. Disability

There is a salary continuation policy to provide for a period of paid leave for faculty members for serious personal disability. A list of the [disability benefits](#) is found at the Human Resources site.

7. Travel

[Updated 09/09/2009]

c. Travel on University Business

All reimbursed university travel must follow [university travel policies](#).

d. Operation and Use of State-Owned Vehicles

When travel for university business is feasible by car, a state car (if available) should be used instead of a private car. State-owned vehicles shall be used for official state business only. Requests for the use of state vehicles must be authorized prior to the beginning day of travel by appropriate signature(s) on the "Travel Authorization and Advance" form. Vehicles will not be released unless a properly completed and approved "Vehicle Request and Invoice" form is received by UNCW Motor Fleet at least one day prior to the planned trip. A copy of a valid North Carolina driver's license for the vehicle driver must be on file with the UNCW Motor Fleet Office at least one day prior to the release of any state vehicle.

(Insurance regulations allow incoming faculty/staff to drive Motor Fleet vehicles during their first thirty days of employment on their prior states' licenses.)

e. Vehicle Operation in North Carolina

New faculty members coming from other states should immediately update their driver's license and automobile registration. Some states have reciprocity agreements for certain periods of time with North Carolina; others do not. The local Division of Motor Vehicles Office can answer most questions regarding vehicle operation in North Carolina. Penalties can be assessed for non-compliance.

Vehicles operated on campus must be registered with Parking Administration within forty-eight hours after the employee begins work. The employee may obtain a temporary permit for thirty days at no cost. Upon the expiration of the temporary permit, it will be necessary for the employee to purchase a permanent parking decal.

The duration of the permanent parking decal is based on the academic year. The cost to the employee is established by a committee and approved by the UNCW Board of Trustees. Permanent parking decals are renewable at the beginning of each academic year.

8. Tuition Waiver

[Updated 08/27/2009]

All permanent employees (3/4 time or more) are eligible to receive a waiver of tuition and fees for one course per academic term on a space-available basis, if enrollment does not interfere with normal employment obligations. Applicants must meet all of the university's requirements for admission as well as the requirements of the school or program and the course prerequisites, and must pay course fees. The privilege of tuition-free enrollment may be exercised at any of the constituent institutions of the UNC system. This benefit applies only to employees; family members of employees are not eligible for tuition waivers.

Additional information is found at the [Tuition Waiver](#) webpage available from Human Resources.

North Carolina General Assembly Session Law 2009-451, Senate Bill 202, Section 8.11.(b) repealed the waiving of tuition for North Carolina citizens age 65 and older.

9. Unemployment Compensation

[Updated 09/03/2003]

All university employees, except student workers, are eligible for unemployment compensation benefits if loss of employment occurs through no fault of the employee. Voluntary separations and discharges for cause are not normally covered by unemployment compensation. Eligibility is determined by the [North Carolina Employment Security Commission \(ESC\)](#).

10. Worker's Compensation

[Updated 07/03/2013]

All university employees are covered by the [North Carolina Worker's Compensation Act](#). Job-related accidents and occupational diseases are compensable under this legislation. Persons may be eligible for payment of all medical expenses, disability income, and death benefits as a result of such accidents or diseases.

Link: [Worker Compensation](#)

Chapter V: Faculty Responsibilities

A. Teaching

1. Policies

a. Faculty Absences

[Updated 07/15/2009]

Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with the department chairperson. Where possible, the faculty member should prepare an assignment for each class affected and should arrange for a colleague to provide instruction.

In the event of an absence caused by an emergency or sickness, the faculty member should inform the department chairperson.

See also information on [disability](#).

b. Student Absences

[Updated 08/26/2019]

All faculty members are responsible for setting policy concerning the role of attendance in determining the grades for their classes. Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

On the first day of class faculty must inform students in writing of their class attendance policy and the effect of that policy on their final grade. If class attendance or late arrival is to affect a student's final grade, then a statement to this effect must be a part of the [course syllabus](#) distributed to each student.

A faculty member may not require a student to miss a regular class meeting of another course. If a faculty member requests students to attend or participate in a class-related event that conflicts with a regular class meeting of another course, the faculty member must provide an alternative assignment (e.g., alternative event, comparable assignment, etc.) to those students who are unable to attend due to the conflict. It is the student's responsibility to notify all affected faculty member(s) of any such conflict at least one week prior to the event.

If a course is fully enrolled and additional students are waiting to enroll, the chairperson or faculty member may drop from the class roll any student who does not attend the first class meeting and does not notify the department office within 24 hours of the desire to remain enrolled.

The [Student Health Center](#) does not issue routine medical excuses for students who miss classes. With the permission of the student, an instructor may verify that a health problem did exist and get an estimate of the extent of the student's

disability. Specific details will not be released without the written consent of the student. A health professional may recommend a reduction in a student's course load or medical withdrawal from the University.

When a student's responsibility to make every effort to attend all classes, students may need to miss regularly scheduled class meetings. UNCW honors academic freedom and acknowledges the faculty responsibility to determine individually the acceptable number of excused absences and clearly articulate attendance expectations in course syllabi. Although UNCW policy does not establish governing thresholds for excused absences, faculty are encouraged to excuse a reasonable number of absences.

Anticipated Absences. Anticipated absences should be reported to the instructor at least seven days before the absence is scheduled to occur. Situations in which an instructor is encouraged to approve a documented anticipated absence include:

- Attendance at university-sponsored activities in which the student is representing UNCW, e.g., a professional meeting which the student presents his or her research, required varsity athletic events for team members, or required events for SGA officers. Instructors may require certification of the student's participation from the administrator in charge of the activity. Absences for university-affiliated, but not directly sponsored, activities (such as club or Greek-life events) do not qualify under this policy.
- Required court attendance as certified by the Clerk of Court.
- Required military duty as certified by the student's commanding officer.

Unanticipated Absences. Students are encouraged to communicate with instructors in a timely fashion after unanticipated absences from class. Each faculty member determines how to treat such absences but typically will excuse absences due to health emergencies, death in the family, or a comparable emergency, when supported by verifying documentation from the student. Faculty syllabi should address the consequences of unanticipated absences.

Because each instructor has the responsibility to implement grading procedures that are fair and equitable, the instructor shall devise a system for making up missed assignments and examinations that does not unfairly penalize students when an absence is accepted as excused. Note, however, that the requirements of some courses or programs may preclude such accommodations.

If a student or family member contacts the Dean of Students or one of the academic deans about a medical or family emergency, the Dean's office will notify the instructor of the absence but will not verify the validity of the situation.

If a student stops attending class, faculty are requested to inform the [Dean of Students](#) and the appropriate academic dean.

c. Commencement and Other Ceremonies

[Updated 07/15/2009]

Commencement exercises are held in December and in May. The Fall Convocation is held in August. Dates for commencement and the convocation are listed in the [Calendar of Events](#) printed in the university's catalogues.

A faculty presence is an important component of commencement and other ceremonial exercises, and attendance is a courtesy to graduating students, their families, and invited speakers.

Academic regalia, the attire for both commencement exercises and the convocation, may be rented or purchased through the [University Bookstore](#) at the expense of the individual faculty member.

d. Course Policies and Syllabus

[Updated 10/27/2009]

Faculty should keep two factors in mind when preparing opening class handouts:

1. Students have a right to know the course policies that affect them—for example, regarding grading and attendance.
2. Specifying policies in writing is important for the protection of the faculty. Most student complaints about grades have concerned unspecified or vague grading policies.

In every course, undergraduate and graduate, students must be given an opening handout that spells out the following (clearly and specifically):

1. the basis for grading, including the relative weightings, in determining the final grade, of such factors as exams, papers, quizzes, and projects. See also [grading](#).
2. the attendance policy (if the faculty member has one).
3. penalties, if any, for absences, late arrivals, missed examinations, and late or missed assignments.
4. office hours

For online classes, course policies must be posted online. For other classes, either a hard-copy opening handout must be distributed, or the information must be posted on a course website or emailed to the class.

Modifications to the opening handout should also be communicated to students in writing. Faculty are free to create their own policies in these matters, but these policies must be communicated to the students at the beginning of the course.

e. Course Roll

[Updated 11/19/2009]

i. Description

Faculty can access the class roll for each course on [MySeaPort](#), beginning with preregistration for each academic term. This class roll is official only after the [late registration and drop/add period](#) is completed each term. Class sections from former terms may also be viewed on SeaNet at any time by the class instructor.

ii. Verification Form

Faculty are sent a Class Roll Verification form, which must be returned before the seventh week of the term, the deadline for student withdrawal from classes. Return of the form by the deadline is essential, since it allows the Registrar's Office to notify students who are registered for a class but have never attended, so that they may withdraw prior to the withdrawal deadline. All students who remain on the class roll must receive a grade at the end of the semester; students who fail to withdraw by the deadline receive a grade of F in the class.

f. Curricular Change

[Updated 02/09/2012]

[Revised by Faculty Senate and approved by the Provost January 2012.]

Changes in university curricula may be initiated by the department, the Faculty Senate, or the deans or directors, and they require official approval. Curricular changes may not be listed in the catalogue until approved.

1. Changes to Undergraduate Curricula

Faculty involvement in proposed changes in the undergraduate curricula is accomplished through the following committee structure:

- (a) Curriculum committees within the College of Arts and Sciences, the Cameron School of Business, the Watson College of Education, and the College of Health and Human Services review all proposed curricular changes within their respective colleges and schools and make recommendations to the respective deans.

- (b) The University Curriculum Committee (UCC) ([Ch. III.C, Art V.c](#)), a standing committee of the Faculty Senate, reviews all proposals for the following: the establishment, dissolution, division, or consolidation of academic departments or other degree-granting entities; the establishment or dissolution of academic degrees, including majors, minors, and certificate programs; the revision of academic degrees when these revisions directly affect any academic unit outside of the revising department's school or college; policies for maximum and minimum hours required for majors, minors, and certificates; total number of hours required for graduation; university-wide requirements other than University Studies; course prefixes; any curricular conflicts between schools and/or colleges; and other general curricular policies which have total university impact. The committee shall submit all such proposals, along with the committee's recommendations, to the Senate for consideration.

- (c) The University Studies Advisory Committee (USAC) ([Ch. III.C, Art V.c](#)), a standing committee of the Faculty Senate, reviews existing and proposed content of University Studies curriculum and corresponding catalog copy, receives analysis of basic studies assessment results from the Learning Assessment Council and formulates recommendations as appropriate to the Faculty Senate for curricular changes based on assessment findings, coordinates efforts to refine University Studies offerings to promote the academic mission of the university, and works with academic units to ensure that University Studies courses are offered on a reasonable and regular basis.

Recommendations of college and school curriculum committees are first submitted to the appropriate dean for approval. Approved recommendations regarding individual courses and all other curricular matters not subject to review by the University Curriculum Committee or the University Studies Advisory Committee are submitted directly to the chief academic officer for official approval.

Recommendations of college and school curriculum committees involving matters subject to review by the UCC or USAC are submitted to that committee upon approval by the dean. However, the college or school may submit proposals to the UCC or USAC prior to the completion of its review

process if simultaneous consideration is necessary to meet a deadline, such as for the publication of the following year's catalogue. Recommendations of the UCC and USAC are first submitted to the Faculty Senate and, if approved, are submitted to the chief academic officer for official approval.

Forms for proposing new courses or for changing or deleting existing courses are available [online](#). Forms for proposing changes in existing university studies courses and for proposing additions (or deletions) of existing courses to (from) university studies are available [online](#).

Proposals may be submitted at any time, but faculty should keep the following in mind:

- (a) The normal deadline for submissions to Academic Affairs for the catalogue is November 13 each year. Proposals submitted in the spring of the year have a high assurance of making the November catalogue deadline, if approved. Courses submitted in the fall close to the deadline are unlikely to pass through the review and approval process in time to meet the November 13 deadline for the following year's catalogue.
 - (b) Proposals are reviewed by the college and school curriculum committees before going to the appropriate dean for approval.
 - (c) Proposals regarding majors, minors, and certificate programs additionally involve review by the University Curriculum Committee and approval by the Faculty Senate.
 - (d) Proposals for changes in courses that are already approved for university studies require approval by the college and school curriculum committees and their deans before they can be considered by the University Studies Advisory Committee and the Senate.
 - (e) Proposals to create new courses must reflect the [Credit Hour Definition policy](#).
 - (f) Proposals to plan new undergraduate degree programs must be reviewed by the appropriate college or school curriculum committee, the University Curriculum Committee, the Faculty Senate, and the chief academic officer before notice of intent to plan can be submitted to the Office of the President.
2. Changes to Graduate Curricula

The [Graduate Council](#) initiates, reviews, and makes recommendations concerning graduate education and reviews and makes recommendations on all curriculum requests at the graduate level. Changes in the graduate curricula that originate in the departments require approval by the Graduate

Council. The Graduate Council also reviews and makes recommendations on all proposals for new degree programs or program tracks at the graduate level as well as program deletions. Recommendations on changes in degree programs or program tracks are also reviewed by the Graduate Dean, Dean of the appropriate College or School, and the chief academic officer.

3. UNC System Review

In all cases, proposals for new degree programs, requests to change the name of existing programs, and requests for discontinuation of degree programs must be reviewed by the Office of the President following procedures published by that office. Both the notice of intent to plan and, if approved by the Office of the President and the Board of Governors, the Request for Authorization to Establish a New Degree Program are subject to the campus approval process described above.

See also [trial courses](#).

g. Directed Individual Study (DIS)

[Updated 09/03/2003]

Directed individual study (DIS), designated as 491 with the subject prefix (e.g., HST 491), involves investigation, under the direction of a faculty member, beyond what is offered in existing courses.

It should be noted that the purpose of DIS is supplemental study; it may not be used to duplicate a course existing in the catalogue, regardless of whether that course is offered in the current term. (In cases when a student needs a particular course that is not currently offered, an instructor may offer, with the chairperson's permission and without additional compensation, a section of that course—using the course number, not 491—with an enrollment of one student.)

To enroll in a DIS, a student must be a junior or a senior and have an overall grade point average of at least 2.0 and the approval of all of the following:

1. the faculty member who would direct the study,
2. the department chairperson,
3. the appropriate dean.

Instructors are under no obligation to offer directed individual study and do so without additional compensation.

Departmental criteria include:

1. the availability of the instructor. Instructors who choose to supervise DIS students will not ordinarily supervise more than 9 – 12 credit hours of

undergraduate DIS per semester. However, exceptions to this can be approved by the Department Chair/Director in recognition that reasonable limits will vary depending on the discipline, nature of the independent study, and other responsibilities of the instructor. This approval is indicated through the signature of the Chair/Director and the Dean on the appropriate enrollment forms and normally follows consultation between the instructor and the Chair/Director.

2. the appropriateness of and need for the proposed study in the student's program,
3. the availability of library and other research resources,
4. the feasibility of completion of the proposed study in the allotted time.

Students are limited to nine credit hours of DIS toward graduation requirements, not more than three of which can be outside the student's major.

To enroll a student in DIS, the instructor completes a DIS form before or during the registration period for the semester. Forms are available in departmental offices. The completed form, after being approved by the departmental chairperson and the appropriate dean, is sent to the Office of the Registrar prior to the close of registration.

h. Teaching Evaluations

[Updated 06/21/2013]

Because numerous studies have indicated that both peer and student evaluations are necessary for the equitable evaluation of teaching effectiveness, it is strongly suggested that peer and student evaluations be given similar emphasis in personnel recommendations.

1. Peer evaluation of teaching.

See policy in ([Ch. IV.D, Sec. H.3](#))

2. Student evaluation.

The student evaluation policy described in the corresponding section of the RTP criteria ([Ch. IV.D, Sec. H.3](#)) applies to all faculty members and all courses.

i. Grading

[Updated 11/06/2009]

1. Assigning Grades

Each faculty member has the academic freedom and responsibility to determine grades according to any method, chosen by the faculty member,

which is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, prejudiced or capricious academic evaluation by a faculty member is a violation of a student's rights and constitutes valid grounds for a grade appeal. Faculty are required to include a written statement of their grading policy on course [syllabi](#).

The University of North Carolina Wilmington uses the quality point system and semester hour credit for calculating student achievement. Plus (+) or minus (-) grades may be awarded at the discretion of the instructor. Passing grades range from A to D- (there is no A+). For a listing of the quality points and a description of the performance associated with each grade, see the [Undergraduate Catalogue](#).

A student's quality point average is determined by dividing the accumulated number of quality points earned by the accumulated number of quality hours attempted. Hours attempted for which a grade of "F" is received are included in this calculation.

2. Equitable Grading

Grading criteria must be applied equally to all students. If an instructor gives any student in a class an opportunity that can raise the student's grade (for example, the opportunity to revise work, retake an examination, or do work for additional credit), that same opportunity must be afforded to all students in the class. Failure to receive equitable opportunities in grading constitutes valid grounds for a grade appeal.

3. Grade of Incomplete (I)

At the discretion of the instructor, a student may be given a grade of Incomplete when work in the course has not been completed for reasons beyond the control of the student. In addition to reporting the grade on SeaNet, the instructor must also complete a "Form for Assigning an Incomplete," available in departmental offices. It is the responsibility of the faculty member 1) to send copies of the form, once approved by the departmental chairperson, to the Registrar when the grades are due, and 2) to specify to the student the exact terms and conditions necessary to satisfy the incomplete including the date by which all work needs to be completed. All incomplete grades must be removed, no later than the end of the next regular semester; otherwise the "I" becomes "F." A student must not register for a class when attempting to remove a grade of Incomplete for that class. When a student with an Incomplete grade has successfully completed all required work, the instructor submits a completed "Report of Conversion of Grade or Incomplete" [form](#), available in the departmental office.

The grade of "I" (Incomplete) may be assigned only if all of the following

conditions pertain:

- (a) The student is in good standing in the course and has satisfactorily completed the greater portion of the requirements for the class; and
- (b) the student is prevented from completing the remaining requirements by unavoidable circumstances (not by incompetence or neglect); and
- (c) the student can complete the remaining requirements within a calendar year without repeating the course; and
- (d) the instructor and student have discussed and agreed to the grade and conditions.

The grade of "I" should not be given for any of the following reasons:

- (e) A student otherwise in good standing fails to take the final examination with no communication with the instructor; or
- (f) a student otherwise in good standing fails to turn in an assignment with no excuse; or
- (g) the student is failing the course or needs to repeat it.

For these cases, the appropriate grade is F. If the instructor later learns that the student was incapacitated, the instructor can submit a [grade change](#). However, F is the only appropriate grade when a student has not completed coursework without being excused by the instructor. Students may retake such a course under the [course repeat policy](#).

4. Student Rights and Privacy

See the Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the "[Buckley Amendment](#)" in [Ch. VII.B.1]

A statement concerning student records, including procedures for inspecting, reviewing and amending records, is provided in the UNCW Student Handbook and [Code of Student Life](#).

5. Reporting of Grades

All grading is recorded on the web via [SeaNet for Faculty](#). (For information about how to access SeaNet, see the [SeaNet guide](#) or phone 962-3126). Grade reporting deadlines are mandatory and are taken seriously; faculty must meet the deadlines in order for grades to be processed, for the students to be notified, and for final graduation check. Students obtain their grades

through SeaNet for Students or SeaPort (the university's telephone interactive voice-response system), and no grade reports are mailed to students. Faculty may verify grades by viewing them on SeaNet for Faculty. Faculty should correct grade discrepancies by the published deadline located under the "Grading Period" link on SeaNet for Faculty. After the deadline, faculty should correct grade discrepancies by filling out a "Change of Grade" form (available in departmental offices), obtaining the necessary signatures, and forwarding it to the Office of the Registrar.

6. Posting of Grades

Final grades for semesters and summer sessions are available to students through SeaNet for Students or the SeaPort system as soon as they have been processed on-line. A faculty member who chooses to post grades must devise a system to insure anonymity; neither students' names nor their social security numbers nor other symbols that could identify them to others may be displayed. Faculty may not leave graded material in public areas (for example, outside their offices) for students to pick up.

7. Changing Grades

Should it be necessary for a faculty member to change a student's grade, the appropriate form ("Report of Conversion of Grade or Incomplete") is available in departmental offices. The faculty member must state the justification for changing the grade and must have the grade change approved by the department chairperson and the dean.

A student who wishes to contest a grade must follow the procedure for grade appeals, found in the [undergraduate](#) and [graduate](#) catalogues.

8. Final Examination Policy

University policy requires the scheduling of final examinations at the end of each semester. Under this policy, the final examination schedule provides a three-hour period for each examination and allows a maximum of three examinations per day. The length of the final examination, up to a maximum of three hours, is at the discretion of the instructor.

All classes must meet during their respective final examination periods. If a final examination is not required, the instructor will determine how the assigned time is to be used. In those few courses for which this is not an academically sound requirement (e. g. laboratories, senior seminar), the instructor and students may be excused from meeting by the department chairperson, who is responsible for notifying the appropriate dean of all such cases.

The [final examination schedule](#) is posted on the Registrar's website prior to the preregistration period for each semester. Rescheduling of a final examination for an entire class may be done only with the approval of the appropriate dean. Students in a course having multiple sections may take the final examination with another section only by permission of the instructor and if it does not cause conflict in another course. No makeup final examination will be given except for reasons of illness or other verified emergency. Students who are absent from a final examination for reasons acceptable to the instructor must take the makeup examination at the convenience of the instructor.

A student who is scheduled to take three final examinations in one calendar day may have one rescheduled by notifying the three instructors and the appropriate deans of this desire at least two weeks before the beginning of the final examination period. It is the responsibility of the three instructors, working with the student, to reschedule one of the examinations and so inform the student and the appropriate deans at least one week before the beginning of the final examination period.

Ordinarily, quizzes or tests should not be given at the end of the semester or summer term (last five weekdays in a semester, last three weekdays in a summer term).

9. Retention of Examinations and Graded Material

Faculty are expected to retain all unreturned papers, including examinations and term papers, for a period of one calendar year, in order to ensure a basis for possible review of a grade. A faculty member should be willing to discuss any unreturned graded material at the request of a student.

j. Honor Code

[Updated 12/07/2009]

[Revised August 6, 2009; reformatted July 18, 2005; Effective 1986.]

[The UNCW Student Academic Honor Code](#)

k. Improper Relationships

[Updated 10/09/2009]

The [Improper Relationships between Students and Employees](#) policy sets forth professional [Conduct Standards](#) for all employees who are involved in the instruction, supervision, or evaluation of students. The university does not condone amorous relationships between students and employees. Members of the university community should avoid such liaisons, which can harm affected students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two types of situations, university prohibition and punishment of amorous relationships is deemed necessary: 1) when the employee is responsible for

evaluating or supervising the affected student; and 2) when the student is a minor, as defined by North Carolina law.

See: [UNCW Policy 02.210 Harassment Resolution Procedures](#)

I. Office Hours

[Updated 09/03/2003]

Although the university has no specific requirements regarding faculty office hours, each member of the faculty is expected to be available to students and advisees during office hours, the number of which shall be determined by departments. The office hours shall be posted on office doors and shall be convenient to students. On any occasion when an unavoidable conflict arises, faculty should post a note (or have the secretary post a note) on their office door.

m. Reserving Rooms

[Updated 09/03/2003]

Reservations for most campus facilities (both academic and non-academic space) can be made by calling (910) 962-7098 or by using the online [Campus Reservation System](#).

n. Sexual Harassment Policy

[June 21, 1996 (effective August 12, 1996)]

[replaces October 1983 policy]

[Updated 10/09/2009]

The university has a [Harassment Prevention Policy](#) which is published at the [Conduct Standards site](#). Through this policy, the University affirms its desire to maintain a work environment for all employees and a learning and living environment for all students that is free from all forms of harassment. The university is committed to ensuring that all students, faculty, staff, and administrators are treated with dignity and respect. Harassment is highly detrimental to an environment of mutual respect that must prevail if the university is to fulfill its goals. All members of the university community have an obligation to learn what behaviors constitute harassment, to be responsible for their own behavior, and to cooperate in creating a climate where harassment is not tolerated. This policy shall be applied in a manner that protects the academic freedom and freedom of expression of all parties.

o. State Authorizations

Any faculty member teaching a course or supervising a for-credit experience where a portion of the work will be conducted outside of the state of North Carolina but within the United States, must first confer with the Associate Vice Chancellor for External Programs or his/her designee to ensure that UNCW has secured the appropriate authorization for the state in which the work will be

conducted. In instances where the appropriate authorizations have not been obtained, the work cannot be performed in that state.

p. Student Internships

[Updated 09/03/2003]

1. Description

Many departments and programs at UNCW offer students the opportunity to earn academic credit within situations and environments outside the classroom. The purpose of the internship experience is to enhance, supplement, and integrate the learning that occurs in formal classroom settings.

Permission of the dean and department offering the internship is required to enroll, and the department places limits on the number of credit hours earned applicable toward graduation. In instances where the internship will take place in the United States but outside of the state of North Carolina, permission is also required from the Associate Vice Chancellor for External Programs or his/her designee to ensure that UNCW has secured appropriate authorization in the state in which the internship will be offered. Internships are graded on a pass/fail basis. These credit hours earned will count towards the number of hours required to graduate, but the grade of Pass (P) will be excluded from the computation of the GPA.

Internship courses are designated 498 and are established in the same manner that other academic courses are proposed and approved. That is, departmental proposals are processed through the [curriculum review procedure](#) for appropriate faculty and administrative approvals. Internships proposed initially as experimental (trial) courses require the same processing as regular internship proposals.

2. Procedure to enroll students in internships

Student enrollment in internships shall follow the same procedures as enrollment in other academic courses, with the following additional requirements:

- (a) ~~Academic credit awarded for each internship program shall not exceed six credit hours.~~ (Editor's note: To be reviewed by Faculty Senate)
- (b) Limits are placed by the department offering the internships on the number of credit hours earned in this manner which may be applied toward graduation.

3. Prior to the start of any work or study, a contract shall be negotiated by the faculty supervisor between the university and the participating agency. The

contract must be approved by the department chairperson and the appropriate dean, each of whom will retain a copy on file, and it shall include the following:

- (1) The time, duration, credit hours, and location of study for the student.
 - (2) The internship objectives, i.e., the skills or experience required for the student to complete the course of study.
 - (3) The evaluation techniques for assessing student achievement of internship objectives, e.g., tests, term papers, on-site examination, etc. Although the evaluation of student achievement may be a collaborative effort between supervisory individuals, the faculty supervisor has full responsibility and accountability for the assignment of a course grade.
4. In instances where the internship will be performed within the United States but outside of the state of North Carolina, approval must also be sought from the Associate Vice Chancellor for External Programs or his/her designee. This approval will be based solely on UNCW's ability to offer such internship opportunities in the proposed state.
 5. A copy of the approved contract shall be forwarded by the dean to the office of the Registrar for inclusion in the student's file.

q. Student Discipline

[Updated 07/15/2009]

All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. (See the Code of the University of North Carolina, [Section 608](#).)

If a student's behavior in the classroom is disruptive so that it impacts negatively on the learning environment, it is the right and obligation of the faculty member to ask the student to stop or to leave the classroom. If the disruptive behavior continues, the faculty member should inform the [Dean of Students](#) of the problem.

Disciplinary proceedings in the university must insure due process, as set forth in [Section 502 D\(3\)](#) of the Code.

r. Student Rights and Freedoms

[Updated 10/09/2009]

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. For the complete statement on Freedom and Responsibility in the University Community, see Section 600 of the UNCW [Code of Student Life](#).)

Other rights and responsibilities of are described in the Code of Student Life.

See also students' privacy rights under the [Buckley Amendment](#).

s. Summer School Teaching

Faculty on nine-month appointments may teach in one or both of the UNCW summer sessions and earn additional income. (See [Ch.VI.B, Sec. 2](#))

t. Teaching Awards

[Updated 09/18/2008]

To recognize and reward good teaching, UNCW, the Board of Trustees, and the Board of Governors have established several different awards which are made to faculty who demonstrate excellence in teaching. Awards include the following:

- Chancellor's Teaching Excellence Award
- Distinguished Teaching Professorship Award
- Board of Governors Award for Excellence in Teaching

In addition, the Board of Trustees Teaching Excellence Award is presented annually to one of the recipients of the Distinguished Teaching Professorship.

For information about these and other teaching awards, consult the [awards page](#) maintained by Academic Affairs.

u. Textbooks and Assigned Readings

[Updated 07/15/2009]

1. Ordering Textbooks

Textbook orders are handled through the University Bookstore. Faculty members are expected to submit textbook requests to the bookstore, either through the departmental secretary or by [online adoption](#). The bookstore does not provide faculty members with desk copies; these should be obtained by writing directly to the publisher. Departments are informed of the deadlines for submitting textbook requisitions. These are generally in March for the summer sessions, April for the fall semester, and October for the

spring semester.

Course packs developed by the faculty and printed by the UNCW Copy Center or an off-campus copy center may be sold through the University Bookstore. (More detailed information is available on [printing services available for faculty and staff](#).)

2. Examination and Desk Copies of Textbooks

Faculty may request examination copies and desk copies of textbooks from publishing companies. These are often free of charge, especially if they are under consideration for course adoption (examination copies) or have already been adopted as course textbooks (desk copies). From time to time, book merchants come to UNCW and offer to buy these textbooks from faculty. The Faculty Senate has taken the position that the sale by faculty of complimentary textbooks is an unprofessional practice and has urged faculty to refrain from selling complimentary copies of textbooks (Senate motion 88-3-4, January 19, 1988).

3. Placing Class Materials on Reserve

The Library site provides information for faculty on [course reserves](#).

4. Use of Copyrighted Materials in Teaching

[updated 03-24-2022]

By the Copyright Act of 1976, copyright protection extends to literary works, musical works (including any accompanying words), pantomimes, choreographic works, pictorial, graphic and sculptural works, motion pictures and other audiovisual works, and sound recordings. [Guidelines](#) conforming to the requirements of U. S. copyright law and information on how to request copyright permissions can be found on a site maintained by Randall Library.

v. Trial Courses

[Updated 03/06/2008]

Academic departments may offer special trial courses during the fall and spring semesters on a one-time basis without adding them to their regular departmental offerings. A second trial offering, if additional data are essential, must be within two regular semesters of the first. Numbers designating these special courses are 292 and 492. Descriptive information on trial courses does not appear in the catalogue but is on file in the Office of the Registrar.

w. Travel (Teaching-Related)

[Updated 10/18/2010]

Faculty members who travel in order to fulfill their teaching obligations (e.g., those who supervise student teachers and those who teach in the University's extension program) are, in some cases, reimbursed at least partially for their

expenses. All reimbursed university travel must follow [university travel policies](#) (from Administrative Policies and Procedures Manual). Information about current policies and the forms for requesting travel funds are also available from department chairpersons. See also the maximum [reimbursement rates](#) or in-state and out-of-state travel.

Travel for university service may also be reimbursed. Travel of delegates to Faculty Assembly meetings is reimbursed by the Office of the President.

x. Weather Emergencies

[Updated 07/15/2009]

In the event of a hurricane, snowstorm, or other weather emergency, classes may be cancelled. For information on closings, faculty should call the Severe Weather Hotline (1-888-657-5751) or find information from the news media.

See also UNCW's [hurricane policy](#).

y. Workload

[Updated 07/15/2009]

The number and type of courses taught by faculty members each semester, and the times at which they are taught, are determined by the department chairperson in consultation with the faculty member and with the appropriate dean. Each department is required to have a workload policy.

For detailed guidelines for faculty loads, see UNCW's [Faculty Workload Policy Guidelines](#). The colleges and schools also have workload policies.

See:

- [CAS](#)
- [Cameron School policy](#)
- [Watson College policy](#)
- [CHHS Policy](#)

2. Resources

- [Center for Teaching Excellence](#)
- [University Studies](#)
- [Honors College](#)
- [Learning Communities](#)
- [University Learning Services](#)

- [Student Services](#)
- [University College](#)

B. Advising Students

1. Advising Responsibilities

[Updated 09/28/2009]

Advising is one of a faculty member's most important duties, one that faculty should take seriously because every student has a right to concerned, competent, informed advising and because errors in advising may prevent a student from graduating on schedule or may result in a student paying a surcharge.

Every enrolled student is assigned a faculty or professional advisor, and the university considers academic advising responsibilities to be a regular part of teaching responsibilities. Advisors are expected to:

- be available for conferences at appropriate times and places;
- provide accurate information about academic regulations, procedures and deadlines, course prerequisites, and graduation requirements;
- assist students in planning academic programs suited to their interests, abilities and career objectives; and
- make appropriate referrals as needed.

Students have the primary responsibility for planning their programs and for meeting the graduation requirements.

2. Undergraduate Advising

a. Policies in the Catalogue

[University Regulations](#) on the items listed below may be found in the [Academic Catalogue](#):

Academic Honor Code	Off-Campus Courses
Academic Honor Societies	Orientation
Advanced Placement	Policy Statement on Illegal Drugs
Advising	Posthumous Degree
Auditing	Preregistration
Cancellation of Course Registration	Progress Toward Graduation in Four Years
Change of Major or Minor	Registration
Change of Name and Address	Release of "Directory Information"

Class Attendance	Repeating of Courses
Classification of Students	Requirements for a Double Major or a Double Degree
Code of Student Life	Requirements for Another Baccalaureate Degree
Conversion from Unclassified Status	Requirements for Graduation
Dean's List	Residency Requirement
Declaration of Major	Retention, Dismissal and Readmission
Degrees with Distinction	Student Conduct
Determining Enrollment Status	Transcripts
E-Mail	Transfer of Credit
Final Examination Policy	Transient Study
Grade Appeal Procedure	Tuition Surcharge
Grades and Reports	Withdrawal Policy for Undergraduate Students
Indebtedness	
Late Registration and Drop/Add	

b. Extended Policies

1. Declaring or Changing Majors/Minors

[Updated 10/29/2006]

During the first or possibly the second year of study, students are assisted in selecting courses, maintaining required scholastic standards, and planning a complete educational program by advisors in the Center for Academic Advising of the [University College](#). No earlier than the end of the second semester of the freshman year and no later than the end of the sophomore year, students declare a major and have their records transferred to the appropriate department and/or school. Requirements for admission to each of the professional schools and to majors in the college are listed in the [Undergraduate Catalogue](#). Some departments have additional requirements for admission. Descriptions of these are available in the departmental or deans' offices.

A student may elect a minor in any of the academic disciplines listed in the Undergraduate Catalogue. The student must meet with the department chairperson or coordinator to define the requirements to complete the minor. Minors will be awarded at the same time as the baccalaureate degree. Upon completion of requirements and attainment of a degree, the minor will be posted on the student's academic transcript.

For students assigned to the University College all requests for a declaration of major or option, the declaration of a double major or of a minor must be

completed in the University College. For other students, the change of major or option, declaration of a double major, or declaration or change of a minor must be completed in the Office of the Registrar. The only exception is for students changing from one department in a professional school to another department in the same school. These requests must be completed in the office of the dean of that professional school.

2. [Directed Individual Study \(DIS\)](#)

[Updated 09/29/2004]

3. [Drop/Add and late Registration](#)

[Updated 11/11/2009]

Using their registration number during the drop/add period, students may drop and add courses and register late through SeaNet/SeaPort. Students without a registration number, such as those who are re-enrolling or returning from a leave of absence, may get their number from the office of the [Registrar](#).

(a) Force-add

Faculty can provide registration overrides through SeaNet, although by doing this, faculty may inadvertently overenroll their classes. A student is allowed to drop or add courses until the end of the first week of the semester without having a grade entered on the academic record. The dates and procedure for drop/add can be found in the course schedule on SeaNet. It is the responsibility of the student to be aware of the dates for Drop/Add.

(b) Dropping an absent student during the drop/add period

At the faculty member's request, a chairperson may drop a student from the class roll during the drop/add period if and only if all of the following conditions apply:

- (1) the course is fully enrolled, and
- (2) additional students are waiting to enroll, and
- (3) the student did not attend the first class meeting, and
- (4) the student did not notify the faculty member or departmental office within 24 hours of the first meeting of a desire to remain enrolled

Faculty members should make their advisees aware of this policy.

4. [Graduation Requirements and Application](#)

[Updated 10/18/2010]

Graduation requirements are listed in the Undergraduate Catalogue. Included are requirements for a double major and for a second baccalaureate degree.

(a) Application for Graduation

Faculty should remind their advisees to file an [application for graduation](#) by the deadlines listed in the [Calendar of Events](#) in the Undergraduate Catalogue. Students may apply online for graduation or stop by the office of the Registrar's office to fill out the form. Faculty should review carefully, during the preregistration period prior to graduation, the degree audits of those students who are planning to graduate. Careful advising at this time will allow the student to make up any deficiencies meetings in the graduation requirements.

The authority and responsibility for final approval of applicants for graduation is delegated to the appropriate dean and the President of the Faculty Senate.

(b) Request for Waiver of Degree Requirement

Any substitution or deviation from the requirements for graduation as stated in the catalogue under which the student has elected to graduate must be approved by the faculty advisor, the department chairperson, and the appropriate dean. A "waiver/substitution" form, available in the department, is forwarded to the Office of the Registrar.

5. [International Students](#)

6. [Internships](#)

[Updated 09/03/2003]

7. [Permanent Record](#)

[Updated 10/18/2010]

A permanent record of each student's academic achievement is maintained in the Office of the [Registrar](#). A transcript is a copy of this record and is issued at the request of the student to communicate academic information to another institution, to an agency, or to an individual. The Registrar's office may provide transcripts of students to those designated school officials (advisors, department chairpersons, deans, etc.) within the institution who have a legitimate educational interest in the student.

In compliance with the Family Educational Rights and Privacy Act of 1974, as

amended, or the [Buckley Amendment](#), faculty may not release a transcript or information from a transcript to another individual, agency, or institution without the written consent of the student.

8. Preregistration and Registration

[Updated 10/18/2010]

Information on preregistration and registration is published online each semester and is accessible to faculty via [SeaNet for Faculty](#) several weeks prior to preregistration. Students have access to their degree audits through [SeaNet for Students](#). Advisors have access to the same information through SeaNet for Faculty under the "Advisor Services" menu. The audit indicates courses completed, courses in progress, and courses that the student must complete to fulfill the degree requirements for a prescribed course of study. It also indicates the student's overall and major GPA. In addition to the degree audit, advisors have access to the following information regarding their advisees: institutional transcript, transfer transcript (with UNCW course equivalencies), class schedule, and addresses. Faculty also have the capability, as do students, to do a "what if" scenario with the degree audit. If a student is contemplating a major change, the "what if" link will reconfigure the course requirements and courses completed to the new program so students can ascertain the consequences of the change. Faculty may view only the audits of advisees assigned to them.

When viewing a student's transcript, the advisor may note the following terms which are defined as follows:

- (a) *Attempted hours (AHRs)* = all hours attempted at UNCW including "W's" and repeats
- (b) *Earned hours (EHRs)* = UNCW passed hours + transfer credit
- (c) *Retention hours* = quality hours + transfer hours
- (d) *Quality hours* = total hours for which a final grade was assigned
- (e) *Grade point average (GPA)* = total quality points divided by total quality hours

[SeaNet for faculty](#) is the primary advising resource for all advisors. In addition, Banner is recommended only for faculty responsible for advising duties outside their assigned advisees, i.e., advising coordinators for departments, assistant department chairs, etc. For information about how to access Banner, contact [Information Technology](#); for demonstrations on how to use SeaNet degree audit or questions about them, contact the office of the [Registrar](#).

Advisors receive an authorization to access SeaPort/SeaNet for each advisee prior to the scheduled dates for preregistration. This form provides information on preregistration and contains space for the dean's approval for

a course load of more than eighteen hours in the regular semester, or more than eight hours in either summer session, and for the instructor's approval for enrollment in restricted courses. A new Authorization to SeaPort/SeaNet is issued each semester, and those that are not picked up by the student should be destroyed after the drop/add period has ended.

9. Study Abroad Opportunities

[Updated 09/03/2003]

UNCW offers a number of study abroad opportunities for students, and faculty should advise interested students of these. For a study abroad exchange experience at a university with which UNCW has such an agreement, a student must enroll in INT 294 or 494 during the regular preregistration or registration period prior to the semester abroad, and pay tuition and fees to UNCW at the full-time rate. UNCW students who study abroad retain their active UNCW student status and will not have to re-enroll upon their return.

For further information and application procedures, advise students to contact the Office of [International Programs](#).

3. Graduate Advising

The [Graduate School](#) administers numerous graduate degree programs. Each of these programs has a graduate coordinator who reviews the applications and oversees their progress through the departmental evaluation and acceptance process. Upon acceptance to the Graduate School, the student is assigned or selects, by mutual consent, an advisor who will assist in planning a program of study. In areas where a thesis is a part of the degree requirement, a thesis committee is assigned to (or selected with the consent of the advisor and the committee members) the student to advise the student and monitor the progress of the thesis.

During registration, the Graduate School provides the graduate coordinators with the registration cards for the students eligible to register. The graduate coordinator is responsible for seeing that students are advised regarding courses in which they should enroll.

In preparation for preregistration the Graduate School provides the registrar with the preregistration letters and labels for currently enrolled students. The registrar distributes the information to the appropriate department approximately four weeks before preregistration is to begin. Closer to the actual preregistration time, the registrar distributes the "Authorization to SeaLine," which is given to the student by the graduate coordinator/advisor during the scheduled advising time.

4. Offices

The [Academic Advising](#) webpage provides a list of offices and services.

[Updated 09/03/2003]

C. Research

1. Faculty Research

The University of North Carolina Wilmington acknowledges the essential role of research, scholarship, and artistic achievement in revitalizing the teaching effectiveness of its faculty. Competent teachers must be conversant with current developments in their field to anticipate future concerns of students and to inculcate in them, by their own example, the spirit and methods of inquiry. Faculty members' efforts to broaden their understanding through habitual inquiry and the publication of their findings enhance their ability to articulate ideas; similarly, student participation in a faculty mentor's research is an important part of the educational process. The university also recognizes the contributions of active and productive scholars toward attracting and holding an excellent faculty and student body.

To serve the members of both the university community and the broader community through the advancement of understanding, and to deepen its commitment to excellence in teaching, this university is committed to the encouragement and support of research and other creative and scholarly pursuits by its faculty and students.

2. Office of Sponsored Programs

[Updated 10/25/2011]

The [Office of Sponsored Programs](#) is the service unit on campus responsible for the oversight of externally sponsored programs.

ORS provides complete sponsored programs administration and support including (a) identifying funding sources, (b) assisting faculty in proposal development, and (c) monitoring funded projects. ORS also administers internal grant programs and the return of indirect cost monies to departments. It is the administrative unit responsible for seeing that the university remains in compliance with federal and state policies pertaining to research, serving as the coordinating office for human and animal compliance activities. The maintenance of federally required policies—misconduct in science, intellectual property, conflict of interest, etc.—resides in ORS.

Although the role for the principal investigator or project director is paramount in the performance of sponsored activity, the university is the recipient of the award and the responsible party to the related agreement. In accepting a grant or contract, the university assumes legal responsibility for observing the terms and conditions of the agreement and for delivering to the sponsor such assurance of compliance as may be required. Therefore, all proposals, including proposals submitted to funding agencies which award grants or fellowships directly to individual faculty members, are to be submitted to ORS with appropriate internal forms and signatures in time to assure review by university administration.

3. Grants and Awards

- a. [Policy on Grant Awards Made Directly To Faculty](#)
- b. [Policy on Supplemental Faculty Compensation](#)
- c. [Distinguished Faculty Scholar Award - Nominations](#)

4. Research Stipends

a. Cahill Awards for Research and Development

Updated 09/09/2004]

Charles L. Cahill awards for faculty research and development are grants of funding to faculty for the following purposes:

- 10. to encourage new research or artistic endeavor
- 11. to provide seed money to initiate a project that may subsequently attract funding from other sources
- 12. to encourage the development of specific professional skills

[Information on the awards](#), including eligibility, deadlines, and application forms, is available through Academic Affairs.

b. Summer Research Initiatives

[Updated
09/09/2004]

Summer research initiatives provide support during the month of June for faculty to engage in significant research or artistic initiatives.

[Information on the awards](#), including eligibility, deadlines, and application forms, is available through Academic Affairs.

c. Faculty Travel to Research Sponsors

[Updated 09/03/2003]

The Sponsored Programs & Research Compliance provides funds for faculty to meet with program directors at funding agencies.

[Information on the awards](#), including eligibility, deadlines, and application forms, is available through Academic Affairs.

5. Travel to Conferences

[Updated 10/18/2010]

Limited support is available for travel to conferences. Policies for the distribution of these funds are set by each professional school and, within the college by each department, and expenses are reimbursed at established state rates. For information about these policies, contact the department chairperson or appropriate dean.

All reimbursed university travel must follow [university travel policies](#).

6. Patents and Copyrights

a. Institutional Procedures

As defined by the [patent and copyright policies of the Board of Governors](#), to which these procedures are expressly subject, The University of North Carolina Wilmington has articulated intellectual property guidelines and procedures governing patents and copyrights. These policies were approved by the Board of Trustees in 2004 and 2007.

See:

- [The Office of Innovation and Commercialization](#)
- [Intellectual Property](#)
- [Copyright Use and Ownership](#)
- [General Counsel Guidance](#)

b. Ownership of Computer Software

- i. Introduction
- ii. No limitation on publication
- iii. Special treatment for computer software
- iv. Ownership
- v. Exceptions to author ownership of computer software
- vi. Licensing and sale of computer software
- vii. Maintenance and support of software
- vii. Distribution of royalties
- ix. Administration
- x. Review
- xi. Use of university name

xii. Effective date

1. Introduction

Many faculty, staff and students at the University of North Carolina Wilmington are intellectual property for which there is a demand outside the university. [The Office of Innovation and Commercialization](#) (OIC) at the University of North Carolina Wilmington manages, protects and licenses to industry, the intellectual property developed and created at UNCW, while serving faculty, staff and students in all aspects of intellectual property.

2. No Limitation on Publication

Nothing in these procedures and guidelines is intended or designed to restrict or limit in any way the freedom of faculty, students, and staff to publish. This document sets forth the procedures and guidelines for determining ownership of computer software and for licensing software developed at the university.

3. Special Treatment for Computer Software

The University of North Carolina Wilmington [Patent and Copyright](#) policies recognize that computer software may receive different treatment than other copyrightable material. The following guidelines and procedures describe the principles that will be used at the University of North Carolina Wilmington in determining ownership of computer software, in licensing and selling such works, and in distributing royalties that may accrue from such activity. In all cases involving the use of university computing equipment to develop software that is subsequently marketed, the assumption is that development of such software is clearly related to the author's instructional, research, or service activities for the university.

The use of a computer assigned to an individual is not considered to be significant use of university resources, provided that such use does not interfere with the user's performance of duties and that such use has been approved by the department chairperson or other appropriate administrator with the understanding that software may be developed as a result of the use of the computer.

4. Ownership

(a) A computer program, like other copyrightable works, is presumed to be owned by its author unless it falls within one of the exceptions listed. Specifically, faculty, staff and students at the University of North Carolina Wilmington are presumed to be the owners of software including computer programs, documentation, and related materials, provided such software is not covered by one of the exceptions.

- (b) Computer software jointly authored shall be jointly owned, with the authors responsible for determining each of their relative contributions for purposes of sharing royalty income.
- (c) It may be impossible or impractical to identify the authors of computer software developed and modified using the contributions of different faculty, staff, and students. In such cases the software shall be deemed to be owned by the academic department with the author's share of royalties to be directed to the departmental budget.

5. Exceptions to Author Ownership of Computer Software

The following paragraphs list the situations in which the author of computer software is not deemed to be the owner of the software:

- (a) Work for hire. When computer software is prepared by an employee as part of that employee's duties, the program belongs to the university according to the Federal copyright law. The software is considered to be a "work made for hire." At the University of North Carolina Wilmington the creation of computer software is considered to be work for hire when a written statement is given to the employee indicating that software developed by that employee will be considered to be done within the scope of employment and thus to belong to the university.
- (b) Commissioned work. The university shall own the copyright to any computer software that is specifically ordered or commissioned by the university if there is a written agreement, executed prior to the creation of the software, in which the author and university agree that the copyright shall belong to the university.
- (c) Sponsored contracts and grants. Computer software developed under grants from the Federal government or a private agency or corporation shall be subject to the conditions of the contract or grant with respect to ownership, distribution, use, and other rights. Whenever a grant or contract requires the development of computer software, the agreement must include terms specifying the ownership of the software that are negotiated after consultation with the principal investigator. In the absence of contract or grant terms relating to the ownership of computer software, ownership shall be determined through the use of these guidelines and procedures.
- (d) Unit policy. There are units at the University of North Carolina Wilmington that publish software as part of their regular activities. The employees of these units are employed to develop computer software and other copyrightable material as a part of their regular duties. These units may adopt rules providing that ownership of the software and other copyrightable material resides in the unit rather than the author. Approval

of the chancellor is required before any unit may implement such rules.

- (e) Student projects, theses, and dissertations. In order to receive credit for a thesis, dissertation, honors project, or other student project that requires a written public product, a student must grant to the university royalty-free permission to reproduce and publicly distribute on a noncommercial basis, copies of any software developed as a part of the thesis, dissertation, or project. The university must approve all exceptions to this stipulation that arise as a result of any sponsored contracts. In certain situations the thesis director, the student, and/or the graduate committee may conclude that joint ownership by the university, faculty, and student is appropriate for computer software developed as part of a student project, thesis, or dissertation. In such cases the graduate committee shall enter into a written agreement with the graduate student as soon as practicable during the research project but prior to the final submission of the student project report, thesis, or dissertation. Unless it is covered by one of the exceptions in this Section, other computer software developed by students is owned by the students.

6. Licensing and Sale of Computer Software

- (a) The university may pursue licensing or sale of computer software that it owns or co-owns. If the university decides not to pursue licensing or sale of its software in a timely fashion, the author(s) of such software may request that the university assign all of its rights to the author(s) in order to permit the author(s) to pursue marketing of the software. When it assigns its rights to the author(s), the university will retain the right to receive at least ten percent of the gross royalty that may accrue. Any assignment shall be subject to obligations which the university may have with respect to third parties who may have provided funds or equipment for development of the software.
- (b) An author may enter into a written agreement with the university for the marketing of computer software through the university, through an agent selected by the university, or through an agent mutually agreed upon by the author and the university.
- (c) The university may enter into agreements with agents to assist the university community in the licensing and sale of intellectual property generated at the university.

7. Maintenance and Support of Software

- (a) There will be no obligation on the part of the author(s) to support or maintain the software developed unless there is a written agreement

concerning support and maintenance with the university or its agent.

- (b) Unless there is a written agreement with the university for software support and maintenance, university resources may not be used for the support and maintenance of software owned by faculty, staff, and students.

8. Distribution of Royalties

- (a) Royalties shall be divided in an equitable manner that recognizes the contribution of the parties.
- (b) The University of North Carolina Wilmington believes that even when authors do not own the software because it was developed in the course of their employment, they should receive some additional reward for creative effort. As a general rule such authors should receive at least ten percent of the gross royalties generated by the licensing or sale of the software. In cases of joint authorship of a work owned by the university, the authors must have a written agreement among themselves to determine what portion of the author's share each is to receive.
- (c) For software owned by the university, jointly owned by the university and authors, or owned by the author and licensed or sold by the university or its agent, the royalty distribution shall be determined by a written agreement between the author and the university or agent.
- (d) An author who is an employee may waive in writing the receipt of a portion or all of the author's share and instead request that the funds be paid to a department or other unit.
- (e) Royalty received from the licensing or sale of software developed pursuant to a sponsored grant or contract shall be distributed according to the terms of the grant or contract. If the grant or contract is silent on the question of royalty distribution, then the royalty shall be distributed according to these guidelines and procedures.
- (f) The university or its agent may enter into licensing or sales agreements with outside agencies that provide for different arrangements for sharing of royalty, provided that such agreements are reviewed with and agreed by the authors and their departments.

9. Administration

- (a) These guidelines and procedures shall be administered by the Office of the Provost and Vice Chancellor for Academic Affairs.

(b) Questions of ownership of computer software that is either partially or solely owned by the university shall be referred to the Office of the Provost and Vice Chancellor for Academic Affairs.

(c) All agreements for licensing and marketing of software shall be approved by the Office of the Provost and Vice Chancellor of Academic Affairs.

10. Review

The Faculty Senate shall periodically review these guidelines and procedures and recommend any appropriate modifications to the chancellor.

11. Use of University Name

The name of the University of North Carolina Wilmington or reference to the university shall not be used in any form of publicity or marketing for the commercial use or sale of computer software without prior written approval from the University of North Carolina Wilmington.

7. Protection of Human Subjects

{Adopted Oct, 2006, Revised Oct 2008}

Research involving human subjects is subject to the Institutional Review Board Policy and Procedures.

See: [IRB policy 03.380](#)

8. Scientific Misconduct: Policy on Allegations, Investigations, and Reporting

[Adopted: April 1990. Revised: December, 1996]

[Last updated: December, 1996. Approved by Faculty Senate: December, 1996]

[Updated 10/23/2003]

See also [Research Misconduct Policy](#). (UNCW Policy 03.300)

a. Questions

12. *Provider:* Associate Provost for Research.

13. *Contact:* *Sponsored Programs and Research Compliance*
www.uncw.edu/SPARC

b. Summary

Presents procedures for reporting and investigating allegations of scientific misconduct, and for the required notifications to federal agencies of such allegations and investigations

1. *Authority:* University Provost, reflecting requirements of federal agencies

2. *Contact Person:* Dean of the Graduate School and Research

c. Introduction

Each member of the University community has a responsibility to foster an environment which promotes intellectual honesty and integrity, and which does not tolerate misconduct in any aspect of research or scholarly endeavor. Scientific misconduct is extremely troubling — in spite of its infrequency — because when it occurs, it is very destructive to the standards we attempt to instill in our students, to the esteem in which academic science in general is held by the public, and to the financial support of the government and other sponsors for academic scientific enterprise. The importance of integrity in research cannot be overemphasized.

Some federal agencies currently have their own policies regarding scientific misconduct and require notification of the agency in the event of such an allegation or investigation. At this time, those agencies are the U.S. Public Health Service (PHS) and the National Science Foundation (NSF). Where required, this notification will be made by the Dean of Graduate School and Research. See [Sections IV: Internal Coordination/Reports to the Dean of Graduate School and Research](#), and [Section V: Notification to External Agencies](#).

While both PHS and NSF recognize that the primary responsibility for the prevention and detection of misconduct, and for the conduct of inquiries and investigations, rests with the awarded institution, they both retain the right to initiate their own investigations at any time.

Sections Following:

14. [Definitions](#)
15. [Individual Reporting Responsibility](#)
16. [Process and Time Frame for College/School Dean's Review](#)
17. [Internal Coordination/Reports to Dean of Graduate School and Research](#)
18. [Notification to External Agencies](#)
19. [Determination of Discipline](#)
20. [Cautions and Assistance](#)

1. Definitions

The University of North Carolina Wilmington's definition of scientific misconduct and procedures for investigating and reporting allegations of misconduct conform to the definitions and regulations of those federal funding agencies which have policies on this subject.

(a) Scientific Misconduct

"Scientific misconduct" is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those norms commonly

accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data. Also included as "scientific misconduct" for this purpose is retaliation of any kind against a person who, acting in good faith, reported or provided information about suspected or alleged misconduct.

This policy addresses only scientific misconduct. University of North Carolina Wilmington's statement on faculty discipline has been interpreted to include such other violations as reckless disregard for accuracy, failure to supervise adequately, and other lapses of professional conduct or neglect of academic duties. Allegations or suspicions of misconduct outside the scope of this policy should be directed to the cognizant dean or Provost for inquiry or investigation, although the process of investigation and reporting obligations may differ from those required for scientific misconduct cases.

(b) Inquiry

An inquiry consists of preliminary information-gathering and preliminary fact-finding to determine whether an allegation or an apparent instance of misconduct has substance. The outcome of an inquiry is a determination as to whether or not an investigation is to be conducted.

(c) Investigation

An investigation is a formal examination and evaluation of relevant facts to determine whether or not misconduct has taken place.

2. Individual Reporting Responsibility

(a) Description

Any individuals who believe an act of scientific misconduct has occurred or is occurring should notify the dean of the appropriate school, who should immediately begin an inquiry and so inform the Dean of Graduate School and Research, who acts on behalf of the Provost. Reporting such concerns in good faith is a service to the university and to the larger academic community, and will not jeopardize anyone's employment.

(b) Applicability

This policy applies to all persons involved in the research endeavor under

UNCW auspices, regardless of employment status.

3. Process and Time Frame for College/School Dean's Review

The dean's inquiry and, if called for, the investigation may be carried out personally or through such standing or ad hoc arrangements as each dean deems best. (See [Section VII: Cautions and Assistance](#).)

(a) Inquiry

Upon receipt of an allegation of scientific misconduct, the college/school dean shall immediately begin an inquiry and shall so inform the Dean of Graduate School and Research, identifying any outside funding source(s) for the research which is the subject of the inquiry. This inquiry is to determine whether a formal investigation is warranted, and shall be guided by the following:

- (1) The accused individual shall be informed of the allegations and be invited to comment on them. This individual should also be provided with a copy of the draft report of the inquiry, and be given an opportunity to comment on the findings.
- (2) Whether or not to withhold the identity of the individual(s) bringing forward the complaint must be determined on a case-by-case basis.
- (3) Any other relevant individuals, including the individual(s) who raised the concern, should be interviewed.
- (4) The final report, including a recommendation as to whether or not a full investigation is warranted, must be submitted by the college/school dean to the Dean of the Graduate School and Research within sixty days of receipt of the allegation. (If this time frame is not possible in a particular case, the reasons are to be documented and the Dean of the Graduate School Research so informed.) The final report shall include any comments provided by the accused in response to the draft report.
- (5) The documentation should include sufficient detail to permit a later assessment of the determination of whether or not a full investigation was warranted. It should describe the information reviewed, include a summary of the interviews conducted, state conclusions reached, and indicate whether or not the college/school dean believes an

investigation is warranted.

- (6) The final report of the inquiry and documentation must be maintained in the school for three years.

Unless the Dean of the Graduate School and Research has further concerns, a dean's recommendation that an internal investigation is not warranted will be final.

(b) Investigation Procedures

If the inquiry leads to the conclusion that an investigation is necessary, it will be guided by the following considerations:

- (1) The formal investigation should begin within thirty days of the completion of the inquiry. The investigation should be completed and the final report sent to the Dean of the Graduate School and Research within ninety days. (If an investigation cannot be completed within this time frame, the Dean of the Graduate School and Research should be notified as soon as possible. In such cases, it may be necessary for the Dean of the Graduate School and Research to request an extension of time from federal funding agencies.)
- (2) The investigative process must be thorough, fair, and protective of the confidentiality and reputations of all participants.
- (3) An investigation should normally include an examination of all documentation, including but not limited to relevant research data and proposals, publications, correspondence, and memoranda or telephone calls.
- (4) Those making accusations, those accused, and those who may have information related to the matter should be interviewed. Each individual being interviewed shall be provided a complete written summary of his/her interview. Any comments should be appended to the summary or reflected in a revised summary if the interviewer agrees. The summaries must be retained by the college/school dean.
- (5) All significant issues should be pursued until the investigator is reasonably certain that he or she has amassed all necessary and available information.
- (6) A draft written report of findings should be made available to the accused, who may respond in writing and/or request a subsequent interview with the investigator. Those who made the allegations should also receive the portions of the draft report which concern the role or

opinions they had in the investigation. Comments on the draft from the accused or the accusers should be appended to the final report.

- (7) Note: If there is more than one accused individual, and their involvement is found not to be identical, separate draft reports should be prepared if practicable, in order to preserve confidentiality.
- (8) In addition to the interview summaries and comments by the accused and accuser(s) on the draft report, the final written report should include:
- a description of the policies and procedures followed
 - how and from whom relevant information was obtained
 - the findings and basis for them.

If either the college/school dean or the Dean of the Graduate School and Research considers that sanctions may be warranted, the Dean of the Graduate School and Research shall refer the final report to the university official who makes that determination (see [Section VI](#)). The report should be sufficient for the Chancellor, or other appropriate university officers, to determine whether disciplinary action is called for. If any sanctions result, the Dean of the Graduate School and Research shall be informed and shall append that information to the final report.

4. Internal Coordination / Reports to Dean of Graduate School and Research

In order to assure compliance with external notification requirements, college/school deans must report the following circumstances to the Dean of the Graduate School and Research in a timely manner:

- (a) commencement of an inquiry
- (b) conclusion of an inquiry
- (c) commencement of an investigation
- (d) consultation if an investigation will take more than ninety days to complete
- (e) conclusion of an investigation

If termination of an inquiry or investigation before its completion is contemplated for any reason, this should be reported and discussed with the Dean of the Graduate School and Research.

In addition, the Dean of the Graduate School and Research is to be advised at

once if any of the following circumstances is discovered:

- (f) an immediate health hazard
- (g) an immediate need to protect federal or university funds or equipment
- (h) an immediate need to protect those making the allegation, those accused, or any of their associates
- (i) likelihood that an alleged incident will be reported publicly
- (j) a reasonable indication of a possible criminal violation.

Note: In emergency situations, the Director of the Office of Research Administration is authorized to notify external agencies directly, if conference with the Dean of Graduate School and Research is not possible in a timely manner. ([See Section V: Notification to External Agencies.](#))

The director shall also take interim action as necessary to protect federal funds and the purposes of the federal grant or contract that may be involved. Such action is administrative and not disciplinary. The director shall inform the Dean of the Graduate School and Research of such actions.

If, during an investigation, facts come to light that could affect current or potential funding of the people under investigation or that may, in the dean's judgment, need to be disclosed in order to ensure proper use of research funds or protection of the public interest, these facts should be reported to the Dean of the Graduate School and Research as they are learned.

5. Notification to External Agencies

Note: University of North Carolina Wilmington will comply with the requirements and regulations of its funding agencies. The following section reflects those requirements as of May 1994. In any particular situation, college/school deans are advised to review current regulations and requirements.

Under circumstances not involving Public Health Service or other regulated funding agencies, the Chancellor will make the decision whether information about the charges and their disposition will be disclosed publicly or to specific parties, including the research sponsor. This decision will normally be made upon the conclusion of the final report. However, if required by urgent circumstances, such a disclosure may be made at any time. The Chancellor will consult with the Administrative Cabinet to the extent feasible and appropriate in such cases. Absent such urgent need, University of North Carolina Wilmington will not make interim reports to outside agencies unless

required by external regulation.

The Public Health Service requires annual assurances from University of North Carolina Wilmington of compliance as well as aggregated information on allegations, inquiries, and investigations. Further, in accord with Public Health Service and National Science Foundation regulations, in cases involving research funded by either of those agencies, the funding agency will be informed in the following situations. Except as specifically described at the end of this section, the following notifications to external agencies will be made only by the Dean of the Graduate School and Research, acting on behalf of the Provost, and on the basis of the information provided by the college/school dean:

(a) Outcome of an Inquiry

PHS and NSF will be notified of the outcome of an inquiry involving funds from their agency only if that outcome includes the recommendation to conduct a full investigation. (Documentation from inquiries, even those that do not recommend further investigation, will be made available by the Dean of the Graduate School and Research upon an agency's request.)

(b) Commencement of an Investigation

Written notification will be provided to PHS or NSF upon determination that an investigation will be conducted. This notice is to be provided on or before the commencement of the investigation and must include all information required by the agency. In the case of PHS-funded research, this notice must include at least the following: name(s) of the accused individual(s); general nature of the allegation(s); and the PHS proposal or award number involved. Regulations provide that this information will be held in confidence to the extent permitted by law. Note, however, that although the information will not be disclosed to peer reviewers or PHS advisory committees, it may be used by the Secretary of Health and Human Services in making decisions about the award or continuation of funding.

(c) Written Request for a Time Extension

Although PHS regulations permit 120 days for completion of the investigation and submission of the final report, University of North Carolina Wilmington requires deans to consult with the Dean of the Graduate School and Research if it appears that the final report will take more than ninety days to complete. This allows thirty days for the disciplinary process, if it is decided to pursue one. The final report to PHS must include a statement about the sanction (if any) imposed by the institution.

If the investigation and determination of discipline are likely to take more than 120 days to complete, the Dean of the Graduate School and Research will so notify PHS, providing reasons for the delay, interim progress reports, the estimated date of completion of the report, and any other necessary information. If an extension is granted, PHS may require the submission of periodic interim reports, or the agency may undertake its own investigation prior to the university's completion of its investigation.

NSF requires completion of the inquiry within ninety days, and completion of the investigation, including submittal of the final report, within 180 days. If completion of either is expected to be delayed, NSF may require submission of periodic status reports.

(d) Interim Reports

PHS must be apprised during an investigation of facts that may affect current or potential PHS funding of the individual(s) under investigation, or that may need to be disclosed in order to ensure proper use of federal funds or protection of the public interest.

Similarly, NSF requires interim reports if the seriousness of the apparent misconduct so warrants; if immediate health hazards are involved; if NSF's resources, reputation, or other interests need protecting; or if federal action may be needed to protect the interests of a subject of the investigation or others potentially affected.

(e) Early Termination

PHS must be notified of any decision to terminate an inquiry or investigation prior to the completion of all relevant requirements. This notice must include the reasons for such action. PHS retains the right to investigate the matter further on its own.

(f) Final Outcome

PHS and NSF will be notified of the final outcome of an investigation involving their funded project(s) and provided with a complete copy of the final report. Documentation of an investigation must be retained in the Provost's Office for three (3) years and will be made available to ORI at their request.

(g) Special Emergency Notifications

In addition, the Public Health Service must be informed at any stage of an

inquiry or investigation if any of the following are discovered:

- (1) an immediate health hazard
- (2) an immediate need to protect federal or university funds or equipment
- (3) an immediate need to protect those making an allegation
- (4) a likelihood that an alleged incident is going to be reported publicly
- (5) a reasonable indication of possible criminal activity.

In the case of suspected criminal activity, PHS requires notification within twenty-four hours.

In special emergency circumstances as defined above, Director of the Office of Research Administration should attempt to reach the Dean of Graduate School and Research (by phone if necessary; in writing, if possible). However, the director is authorized to make such reports directly to the agency and to so inform the Dean of Graduate School and Research afterwards if, in the judgment of the director, such action is necessary.

6. Determination of Discipline

The determination as to whether discipline is to be imposed is governed by existing policies. In cases involving faculty, sanctions may only be imposed by the Chancellor, through the faculty disciplinary process. The Dean of the Graduate School and Research will refer cases of significant student misconduct to the Dean of Students. Cases involving staff members will be referred to the Human Resources Office.

Both PHS and NSF have the right to impose additional sanctions, beyond those applied by the institution, upon investigators or institutions, if they deem such action appropriate in situations involving funding from their respective agency.

7. Cautions and assistance

The gathering and assessing of information in cases of alleged scientific misconduct can be extremely difficult. It is essential to protect the professional reputations of those involved, as well as the interests of the public and of any who might be harmed by the alleged misconduct. In the course of conducting inquiries or investigations, the following provisions are

applicable:

- (a) Expert assistance should be sought as necessary to conduct a thorough and authoritative evaluation of all evidence.
- (b) Precautions should be taken to avoid real or apparent conflicts of interest on the part of those involved in the inquiry or investigation.
- (c) The anonymity of accused individuals and, if they wish it, the confidentiality of those who in good faith reported the alleged misconduct should be protected as much as possible, and care should be taken to protect their positions and reputations. Except as required in the reporting provisions above, only those directly involved in an inquiry or investigation should be aware that the process is being conducted or have any access to information obtained during its course. Where appropriate, efforts should be made to restore the reputations of those accused when allegations are not confirmed.

D. Service

1. Service Expectation

[Updated 09/03/2003]

As referenced in the Faculty Handbook, Chapter IV, section 2, the [Criteria for Reappointment, Tenure, and Promotion](#):

The university encourages and expects its faculty members to apply their talents and abilities in service to the university, to organizations, and to the community at large.

Service within the university is expected of all faculty members. Such service normally includes participation on departmental, school or college, and university-wide committees and willing assistance in supporting the functions and purposes of the university.

The university shall also recognize and encourage faculty service to professional and scholarly organizations. Examples of such service include leadership in professional and learned societies, evaluations of manuscripts and research proposals, editorial board work, and other professionally related activities with or without compensation.

It is also appropriate for faculty members to serve in an educational advisory or informational capacity at the local, regional, state, national, and international levels. This service should ordinarily be an outgrowth of professional training and/or one's affiliation with the university. Examples of such activities include conducting workshops, consulting, and serving on advisory boards with or without compensation.

2. Committee Work

[Updated 08/31/2009]

Service to the university through committee work is expected of all faculty members. To get a sense of the relative importance of service in each of the areas described below, consult with your department chairperson and other faculty.

a. The Faculty Assembly and its Committees

The [Faculty Assembly](#) is the elected body representing the faculty of the seventeen campuses. UNCW's delegates serve on the various committees of the assembly. The assembly and its committees meet in Chapel Hill four times a year. In addition, faculty serve on ad hoc committees and task forces for the university system.

b. UNCW Committees

Within the university, committee work is available on standing committees of the Faculty Senate, autonomous faculty committees, ad hoc committees, ([Senate Bylaws Article V](#)), [standing committees of the Graduate Council](#), and [administrative committees](#).

Faculty are invited to express their committee preferences for standing committees of the Senate each spring. Elections of faculty to autonomous faculty committees are conducted each spring. The Senate's Election Procedures for Autonomous Faculty Committees ([Senate Bylaws, Appendix b](#)) describes the election process.

Faculty interested in the work of a particular committee should contact the chairperson of that committee. Membership lists for the different Senate committees and their chairpersons are available on the [Senate web site](#).

c. College and School Committees

The college and professional schools have standing and ad hoc committees that deal with a variety of issues. Faculty are usually informed of these and are often asked to indicate interest in serving on them.

d. Committees of UNCW Departments

Academic departments typically have committees for matters such as curriculum development, program planning, hiring processes, and personnel reviews. To serve on these committees, contact the departmental chairperson.

e. Ad Hoc and Administrative Committees

Ad hoc committees may be established by the Faculty Senate, administrators,

departments, etc., to deal with specific issues. Faculty are usually informed of these and are often asked to indicate interest in serving on them.

Administrative committees include those that are established by administrators to accomplish certain tasks (e.g., review of courses by college and school curriculum committees), as well as those that are mandated or regulatory (e.g., Institutional Review Board, Radiation Safety Committee). Administrative committees of the chancellor and the [provost](#) and the charges of these committees are listed in the Academic Affairs web site.

3. Professional Organizations

[Updated 10/18/2010]

Participation in service functions to professional organizations, review of grant proposals, and manuscript review and editing for professional journals are also considered service.

a. State Employees Association of North Carolina

The [State Employees Association of North Carolina \(SEANC\)](#) is a voluntary organization of state employees, including faculty members, which works to improve the salaries and fringe benefits for all state employees. The organization communicates with legislators and other government officials on behalf of state employees. Members receive a monthly publication which outlines organization activities. Special programs and services are available to members.

b. American Association of University Professors

The [American Association of University Professors \(AAUP\)](#), a national organization founded in 1915, represents the interests of all college and university faculties. Its primary concerns are academic freedom, regulations concerning promotion and tenure, other aspects of academic due process, faculty participation in institutional governance, and the economic status of the profession. AAUP also represents faculty interests in state and federal legislatures, participates in judicial cases involving academic freedom and tenure issues, and offers a variety of membership benefits and services (including professional liability insurance). National membership includes a subscription to the association journal [Academe](#) (which publishes the "Annual Survey of Faculty Salaries" every spring). For a copy of the [AAUP Red Book](#) (all the policy statements and reports of the AAUP) or for a membership application, contact the organization.

4. Community Service

[Updated 09/03/2003]

UNCW encourages its faculty and staff to participate in voluntary community service. Service expectations vary across schools and departments, and faculty should check with the department chairperson regarding these. Examples of community service are participation in local, regional, national or international community activities directly related to the faculty member's profession, such as

lectures and presentations designed for the general public, news media interviews, and professional advice to nonprofit agencies.

See [community service leave policy](#). (Policy Manual 300.2.10)

Chapter VI: Professional Development and Opportunities

A. Leave and Reassignment

1. Leave of Absence

[Updated 09/03/2003]

Although the university recognizes the value of further study and travel in increasing the effectiveness of the faculty, the North Carolina General Statutes and present limitations on the budget do not permit the granting of sabbaticals. However, faculty may apply for a leave without pay or for a [Faculty Reassignment Award](#).

In cases in which a faculty member applies for a leave without pay early enough to enable the university to find a suitable replacement, he or she may be granted a leave of absence for up to one year. Absences for a semester or more require the prior approval of the Provost, the Chancellor, and the Board of Trustees. During the leave, the university ceases to contribute to benefit programs. Faculty members contemplating such a leave should consult the appropriate dean and the Office of Human Resources. The university is constantly seeking funds which will aid faculty members in their professional advancement.

A faculty member on official leave of absence retains the right to participate in faculty meetings and departmental deliberations if he or she is physically or virtually present. One may not vote by proxy, nor are the university and its various divisions, departments, and agencies obligated to use extraordinary means to notify such a faculty member of meetings. Notification will be considered to be sufficient when the same method is used for the faculty member on leave as for the faculty members on active status.

2. Faculty Reassignment Awards

[Updated 09/15/2004]

Faculty reassignment awards provide faculty with a semester in which all other duties are reassigned so that they may devote full time to a significant research or artistic project.

[Information on the awards](#), including eligibility, deadlines, and application forms, is available through Academic Affairs.

3. Faculty Community Service Leave

4. Faculty Military Leave

B. Teaching Opportunities

1. Teaching Stipends

a. Center for Teaching Excellence

[Updated 09/15/2004]

CTE Summer Pedagogy Development Initiatives assist faculty to develop and improve innovative teaching by providing support for the improvement of teaching skills.

[Information on the awards](#), including eligibility, deadlines, and application forms, is available through Academic Affairs.

b. Summer Curriculum-Development Initiatives

[Updated 09/15/2004]

Summer curriculum-development initiatives provide support for faculty to engage in significant and extraordinary curriculum development on behalf of the department, school, or college.

[Information on the awards](#), including eligibility, deadlines, and application forms, is available through Academic Affairs.

2. Summer School Teaching

[Updated 09/03/2003]

Faculty on nine-month appointments may teach in one or both of the UNCW summer sessions and earn additional income. Assignment is not automatic but is based upon such factors as the scope of the departmental summer course offerings, size of budget allocated to the department by the Summer Session administration for faculty salaries, and potential enrollment in courses to be offered. The method for assigning courses taught by a faculty member varies from department to department.

A written contract stipulating the course(s) to be taught and the rate of compensation is binding upon both the appointed faculty member and the Summer Session administration. Faculty members on nine-month appointments may teach summer school or accept other employment outside UNCW without restriction (see [External Professional Activities for Pay](#)). Persons on twelve-month appointments are not eligible for summer school pay in addition to their regular salaries.

Rates of compensation are provided annually by the summer school office. Pay is based on a percentage of the instructor's nine-month salary, although with a set minimum and maximum salary.

3. Teaching Away From Campus

c. Study Abroad Programs

See: [Office of International Programs](#)

d. Faculty Exchange

[Updated 09/03/2003]

UNCW has faculty exchange arrangements with many foreign universities throughout the world. These may provide opportunities for faculty to teach and conduct research abroad. Exchanges range from short-term (two to four weeks) to one year, and all academic areas may be considered. Exchange arrangements must be approved by the appropriate chairperson and dean in consultation with the Assistant Provost for International Programs.

Faculty participating in exchanges retain their salary and benefits during the exchange period. Housing arrangements vary from exchange to exchange and must be negotiated individually. Assistance with airfare is provided if funds are available.

Faculty interested in a faculty exchange arrangement abroad should contact [International Programs](#) for details.

4. Resources

- [Center for Teaching Excellence](#)

C. External Professional Activities

1. External Professional Activities for Pay

[Updated 07/16/2009]

The Board of Governors Policy on External Professional Activities of Faculty and Other Professional Staff, last revised on April 16, 1993, defines and establishes reporting procedures concerning external professional activities for pay undertaken by full-time members of the university faculty and professional staff. Such procedures ensure that external professional activities for pay will not create a conflict of commitment or interest, will not involve any inappropriate use of University resources, will not make any use of the name of the University of North Carolina for any purpose other than professional identification, and will not claim any university or institutional responsibility for the conduct or outcome of such activities. The following highlights are of special note:

- a. Failure to comply with policy requirements may result in disciplinary proceedings.

- b. A separate written application to engage in external professional activities for pay must be filed for each such proposed activity.
- c. If the approved activity will extend beyond the end of the fiscal or academic year in which it was begun, permission to continue the activity must be obtained in a timely manner.
- d. An employee who files a notice of intent to engage in external professional activities for pay must complete a form that summarizes all such activities in which he or she engaged during the immediately preceding fiscal year.
- e. For those on academic year contracts, professional activity for pay performed between the day following spring commencement and the first day of registration for the fall semester need not be reported if the activity does not conflict with the Board of Governors' policy and it is not conducted concurrently with a contract service period for teaching, research, or other services to the institution during a summer session. Pay is defined as compensation other than a small honorarium or the reimbursement of expenses. Generally, royalties from scholarly books are not covered.

A Notice of Intent form is to be filled out by all faculty and professional staff who wish to engage in external professional activities for pay. Forms are available from department chairpersons or the appropriate dean.

See [UNC Policy Manual Chapter 300.2](#)

2. Political Candidacy and Office Holding

[Updated 09/03/2003]

The University of North Carolina Board of Governors has set forth rules and procedures governing the political activities of university employees. See the [UNC Policy Manual](#), chapter [300.5](#).

Chapter VII: Policies Affecting Faculty

A. Policy Manuals

1. UNCW

- a. [UNCW Policies](#)
- b. [Academic Affairs](#)
- c. College/Schools
 1. [College of Arts and Sciences](#)
 2. Cameron School of Business
 3. CHHS
 4. [Watson College of Education](#)
 5. [Graduate School](#)
- d. [Code of Student Life](#)

2. UNC System

- a. [UNC Policy Manual](#)
[Faculty Assembly Handbook](#)

B. Federal Policies

1. Buckley Amendment

[Updated 08/31/2009]

The Family Educational Rights and Privacy Act of 1974 is an amendment to the Elementary and Secondary Education Act of 1965. This amendment, most often referred to as the "Buckley Amendment," became law on November 19, 1974. Simply stated, the law provides college students with the following three rights:

- a. The right of the student to "inspect and review" his or her institutional records
- b. The right to "an opportunity for a hearing to challenge the content of a student's school records"
- c. The right to privacy of student records.

In this regard, the law requires that students be informed of their rights within the stated provisions of the law. All UNCW students are to be informed that in

compliance with the Family Educational Rights and Privacy Act of 1974 the following student rights will be adhered to on this campus:

- a. Parents who provide more than half of a student's financial support may have access to academic information if the "Parent's Request for Academic Eligibility Information" form is on file in the appropriate dean's office or in the Center for Academic Advising.
- b. Students may authorize access to other individuals only through a written consent form signed by the student.
- c. These forms remain in the student's file. Faculty should not discuss a student's performance with anyone unless the form is signed.

It follows from this Amendment that a faculty member should not post grades by using students' names, social security numbers, or any other symbols that could divulge the identity of the students. It also follows that faculty should not announce the names of students and the grades they made on tests in class or leave graded material in public areas (e.g., halls) for student pick-up.

A statement concerning student records, including procedures for inspecting, reviewing and amending records, is provided in the UNCW Student Handbook and [Code of Student Life](#).

2. Equal Employment Opportunities Policy

[Adopted this 31st day of January, 1992]

[Updated 10/23/2003]

The University of North Carolina Wilmington emphatically states that it will provide equal employment opportunities for all persons regardless of race, color, national origin, creed, religion, sex, age, handicapping condition, or political affiliation, except where religion, sex, or age are bona fide job-related employment requirements. This is in keeping with Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246, the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, NC G. S. 126-16 and 126-17, and other applicable federal and state laws.

In furtherance of this policy, UNC Wilmington prohibits retaliatory action of any kind taken by any employee of the university against any other employee or applicant for employment because that person made a charge, testified, assisted, or participated in any manner in a hearing, proceeding, or investigation of employment discrimination.

To ensure that equal employment opportunity exists throughout the university, a results-oriented equal employment opportunity/affirmative action program will be implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to employment opportunities for all qualified individuals that may exist in any of our programs.

This program shall ensure greater utilization of all persons by identifying the under-utilized groups in the work force (especially minority, female, and handicapped

workers) and making special efforts to increase their participation in recruitment, selection, training and development, upward mobility programs, and any other term, condition, or privilege of employment.

Goals and timetables shall be established to reduce and eliminate the under-utilization of all groups through the equal employment opportunity/affirmative action plan and program. Responsibility for the development of this plan and program is hereby assigned to the EEO/AA Officer and Director of Human Resources. However, responsibility for the implementation of and compliance with the plan and program will be shared by all managers and supervisors.

The equal employment opportunity/affirmative action program will be evaluated and monitored continuously. Periodic reports on the progress of this program will be presented to the chancellor by the EEO/AA Officer and to the Board of Trustees by the chancellor.

The University of North Carolina Wilmington is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously under-utilized human resources.

3. OSHA

[Updated 09/03/2003]

The North Carolina Occupational Safety and Health Act of 1973, OSHA which relates to federal legislation having the same title, became effective for all state agencies on August 1, 1974. This act makes it mandatory that all state agencies provide a place of employment free from recognized hazards and in compliance with safety and health standards promulgated under this legislation. All employees who work in state agencies have a duty to comply with regularly established safety and health standards, to abide by duly established rules and regulations, and to carry out directives issued pursuant to this act which are applicable.

At the direction of University General Administration, the University of North Carolina Wilmington during October 1974 organized an OSHA Office and employed a [safety director](#) to direct its activities toward compliance with the above mentioned act.

C. State and UNC Policies

1. Conflict of Interest or Commitment

[Updated 07/15/2009]

- [UNC Policy \(300.2.2\)](#)
- [UNCW Policy](#)

2. Drugs

[Updated 07/15/2009]

- [UNC Policy \(1300.1\)](#)

- [UNCW Policy](#)

3. Employment of Related Persons

[Updated 09/03/2003]

- [UNC Policy \(300.4.2\)](#)
- [Guidelines for Implementing the Policy](#)

4. External Professional Activities

[Updated 09/03/2003]

- [UNC Policy 300.2.2](#)
- [Regulations on External Professional Activities and Honoraria](#)

[Updated 09/03/2003]

5. Improper Relationships Between Students and Employees

- [UNC Policy](#)
- [Guidelines for Implementing the Policy](#)

6. Intellectual Property

7. Military Leave

8. Misuse of State Property (Obligation to Report)

9. Political Activities

- [Political Activities of Employees \(300.5.1\)](#)
- [Candidacy For elective Office \(300.5.2\)](#)

10. Research Relations with Private Enterprise and Publication of Research Findings

[Passed by the Faculty Senate April 1991] [Approved by the chancellor September 1991]

[Updated 11/30/2003]

UNCW Policies

- 1. UNCW Policies Page**
- 2. Honorary Degree Nomination**
- 3. Major/Minor Requirements**

- a. A **major** is an approved sequence of courses designed to educate students in the essential knowledge and methods of a subject area. A major must consist of at least 36 semester hours of credit, at least 18 of which must be at the 300-400 level. A major cannot require of an adequately prepared student:
 1. more than 62 hours in a single discipline,
 2. more than 77 hours, including collateral requirements, or
 3. a number of hours which, when combined with the minimal additional coursework required to meet basic requirements, exceeds 106 hours.

Certain major programs may be granted exemption from the maximum limitations because of licensure or accreditation mandates.

- b. A **minor** is an approved course of study designed to provide students with an overview of the essential knowledge and methods of a subject and with a sample of its depth. A minor must consist of at least 18, but not more than 24, semester hours of credit, at least six of which are at the 300-400 level.

It is further understood that:

1. Each student must complete the requirements of a major to qualify for the bachelor's degree.
2. Minors are entirely optional for students; minors are not to be required for graduation.
3. Henceforth the term "area of concentration" shall be replaced with the term "major."
4. There is no restriction on the number of courses which can be applied toward both major and University Studies requirements or toward both minor and University Studies requirements, or toward both collateral and minor requirements.
5. Departments (or schools) have the option of whether or not to offer a minor or minors (subject to approval).
6. Proposals for minors must be initiated by departments. Proposals for interdisciplinary minors must be initiated by the departments involved.