

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE
FACULTY SENATE

Senate Document Number 10216S
Date of Senate Approval 05/05/16

Statement of Faculty Senate Action:

FWDC 15:

Revision of CTF Dossiers

Summary: This document defines the time period of faculty records, student evaluation of instruction reports, and peer reviews for inclusion in both the materials assembled for review by tenured members of the Department and the dossier assembled for the Committee of Tenured Faculty for reappointment, tenure, and promotion decisions.

Rationale: Current policy stipulates that faculty records, course evaluations, and peer reviews gathered for review cover the "full period of time between the faculty member's last review and the current review." The Committee of Tenured Faculty believes that candidates for tenure and promotion to Assistant Professor should submit materials for their entire career, not only those since reappointment, so as to provide the most complete picture of the candidate's career. Further, they believe that five years of materials is sufficient for candidates for promotion, since the candidate's CV covers the entire career.

Revise 3.5.4.1-2 as indicated:

3.5.4.1 Summary of the Evaluation Procedure (SD1914F) (SD5813S)

4. The Chair adds copies of the candidate's annual Faculty Records and Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal), student evaluation rating summaries and comments, and peer reviews of the faculty member's teaching to this file. For candidates for reappointment and for tenure and promotion to the rank of Associate Professor, these additional materials should cover the full period of time between the faculty member's last review and the current review that the faculty member has been a full-time member of the UNC Asheville faculty. For candidates for promotion to the rank of Professor, these additional materials should cover the preceding five full years. The Chair makes these materials available to the tenured members of the Department for their review.

9. The candidate and Chair submit copies of only the following materials to the Office of Academic Affairs by the deadline specified in the notice of review: the Candidate's Statement, the Curriculum Vitae, the Fall semester Faculty Record, ~~the results of student evaluation of instruction (both ratings and comments)~~, the Chair's Evaluation and, if written, the candidate's statement of clarification or rebuttal.

10. The materials listed in # 9, along with the faculty member's annual Faculty Records and Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal) and the results of student evaluation of instruction (both ratings and comments) as stipulated in (4) above (both provided by the Office of Academic Affairs) are made available to the Committee of Tenured Faculty. ...

3.5.4.2 Documents for Evaluation by the Office of Academic Affairs ([SD5813S](#)) ([SD1413F](#))

An evaluation folder must be established in the Office of Academic Affairs for each candidate under review for reappointment, tenure or promotion. Documents in this folder are reviewed by the Committee of Tenured Faculty and the Provost and VCAA. The Academic Affairs folder contains only the following documents:

1. The Candidate's Statement (submitted by the candidate)
2. The Professional Curriculum Vitae (submitted by the candidate)
3. The Fall semester Faculty Record (submitted by the candidate)
4. The Candidate's Statement of Clarification, Explanation or Rebuttal, if written (submitted by the candidate)
5. The Chair/Director's Evaluation and Recommendation (submitted by the Chair/Director)
6. ~~Comments from Student Evaluation Forms administered since the last review (provided by the Office of the Provost)~~
7. ~~Student Evaluation Rating Form Summaries administered since the last review (submitted by the Chair/Director)~~The results of student evaluation of instruction (both ratings and comments) as stipulated in 3.5.4.1.4
8. ~~All appropriate annual Faculty Records and Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal) as stipulated in 3.5.4.1.4 (collected by Provost and VCAA)~~
9. ~~All appropriate annual Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal) (collected by Provost and VCAA)~~

The tenure committee or the Provost and VCAA may request samples of teaching and scholarly/creative materials.