



**University of North Carolina Asheville**

**Faculty Handbook**

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## 0.0 PREFACE ([Administrative Handbook Changes dated December 2019](#)) ([SD11312S](#))

The Faculty Handbook is the most important document representing shared governance between the faculty and the administration at UNC Asheville. It is a joint document created by both the faculty, through the Faculty Senate and the Faculty Welfare and Development Committee (FWDC), and the administration, primarily through Academic Affairs. Because it is a living document, continually amended, members of the faculty and the administration should consult the most recent version of the Faculty Handbook to know current policies and procedures. The only exception is in policies for the granting of tenure, in which case the relevant language is that in place at the time of initial hire.

The Faculty Handbook has a number of purposes. It is the primary location for policies which affect faculty, containing both academic policies for matters such as faculty hiring, evaluation, and workplace conditions, many of which are approved by the Faculty Senate through FWDC, and other policies which originate elsewhere in the university or off-campus. It describes the procedures which have been put in place to enact these policies. It provides information about faculty ranks, faculty committees, opportunities, and awards. Finally, it describes both the rights and the professional responsibilities of members of the faculty at UNC Asheville.

As the product of shared governance, both the faculty and Academic Affairs have a role to play in the creation and maintenance of the Faculty Handbook. All suggested changes to the Faculty Handbook should be sent to the Chair of FWDC who, in consultation with the Faculty Senate Executive Committee and the Academic Affairs liaison to FWDC, determines whether a revision represents a change in academic policy requiring Senate approval, a change in administrative procedure or non-academic policy, or a simple editorial revision.

- 1) Changes in *academic policy* must be approved by FWDC and the Faculty Senate. This includes standards for annual evaluation of faculty; standards and procedures for reappointment, tenure, and promotion; the responsibilities of faculty committees; faculty grievances; and others. Policies which originate in the UNC Policy Manual or other sources outside of UNC Asheville do not require Senate action to be included in the Faculty Handbook unless internal policies are revised to comply with external directives.
- 2) Changes in *administrative procedures* proposed by Academic Affairs to implement academic policies which appear in the Faculty Handbook, such as those for annual evaluation, hiring of faculty, and application for professional leaves, should be reported to FWDC and, if they wish, to Faculty Senate before submission to the Editor of the Faculty Handbook. The same protocol is followed for changes in policy which are not under the purview of Academic Affairs but which appear in the Faculty Handbook, such as those originating in the General Assembly, UNC General Administration, or other divisions of the university.
- 3) *Editorial* changes correcting errors or reporting changes in website addresses, organizational structure, and the like can be made directly by the Editor of the Faculty Handbook with approval from the Chair of FWDC.

These categories of changes are intended to be hierarchical. If there is uncertainty about the category of a proposed change, it will be treated as if it is in the higher category.

## 0.5 SHARED GOVERNANCE ([SD9013S](#))

The university aspires to effective shared governance. The following document, adopted by the Faculty Assembly in 2005, articulates standards suggested for the 16 UNC campuses. While not all standards are followed at UNC Asheville, the Senate supports the general principles of this document and encourages the university to make decisions in the spirit of shared governance.

# Standards of Shared Governance on the 16 UNC Campuses

Adopted by the Faculty Assembly of the University of North Carolina April 2005

## Preamble

A strong tradition of shared governance is essential to the excellence of any institution of higher learning. This principle is embodied in Section 502D(2) of the *Code of the Board of Governors*, which makes it the responsibility of the chancellor of each constituent institution of The University of North Carolina to ensure that the institution's faculty has the means to give effective 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, and that the appropriate means of giving such advice is through an elected faculty senate or council and an elected chair of the faculty. To the end that chancellors may more effectively carry out this responsibility, the Faculty Assembly commends the following statement of essential standards of governance.

## Definitions

As used in this document, the following terms have the meanings indicated:

1. **Faculty** includes all persons holding full-time tenure-track appointments in the institution and such other faculty members and librarians as may have been accorded voting privileges in faculty elections.
2. **Faculty senate** means the elective body, by whatever nomenclature, empowered by the faculty to exercise its legislative powers.
3. **Chair of the faculty** means the faculty member, by whatever nomenclature, elected by the faculty at large or by the faculty senate as the chief faculty officer and spokesperson.

## **The Faculty Senate**

1. The faculty senate must hold regularly scheduled meetings throughout the academic year.
2. With few exceptions, voting membership of the senate must be limited to elected faculty representatives.
3. Members of the senate must represent the academic units of the institution and must be elected directly by the faculty of those units.
4. While it is the chancellor's prerogative to preside over the senate, it is preferable and customary for the chancellor to delegate this privilege to the chair of the faculty, especially for those portions of meetings during which the senate is deliberating on questions of academic policy and institutional governance.
5. The officers of the senate must be elected by the membership of that body or by the faculty at large.
6. The structure, method of election, and powers of the senate must be specified in a document approved by and amendable by the faculty at large or its designated representatives.
7. Procedures for the operation of the senate must be established by reference to recognized authorities such as Roberts' Rules of Order or in published bylaws adopted by the senate.
8. The senate must be given adequate resources to ensure effective governance, including:
  - a. an adequate budget
  - b. reasonable authority over its budget
  - c. adequate office space
  - d. adequate secretarial support

## **The Chair of the Faculty**

1. There must be a chair of the faculty who is elected either by the faculty at large or by the faculty senate. The chair of the faculty shall be the chief spokesperson for the faculty.
2. The chair of the faculty must be allowed reassigned time commensurate with the duties of the office.

## **Faculty Governance Responsibilities**

1. The legislative and consultative powers of the faculty must be codified in a published governance document approved by and amendable by the faculty or their elected representatives.
2. The university's curriculum is the responsibility of the faculty. The faculty, acting as a committee of the whole or through representatives elected by the faculty or designated pursuant to procedures established by faculty legislation, must give approval to academic policies prior to their implementation, including but not limited to the following:
  - a. graduation requirements
  - b. the undergraduate curriculum
  - c. the establishment, merger, or discontinuation of departments, schools, and colleges
  - d. the establishment of new degree programs (including online programs)
  - e. the establishment of or substantive changes to majors
  - f. the elimination or consolidation of degree programs
  - g. the establishment of individual new courses
  - h. admissions policies
  - i. attendance and grading policies
  - j. grade-appeal procedures
  - k. drop/add policies
  - l. course-repeat policies
  - m. policies for honors programs

- n. honor-code policies
3. The curriculum leading to and policies with respect to the award of graduate and professional degrees must be established by the faculties of the schools or colleges that admit and certify candidates for those degrees.
4. The faculty, through its designated representatives, must be consulted on any proposal to adopt or amend campus policies of reappointment, tenure, and promotion, and of post-tenure review. It is expected that any such proposals will be initiated by the faculty, and that full opportunity for faculty analysis and discussion will be allowed before any modifications in such proposals are adopted.
5. The faculty, through its designated representatives, must be afforded full opportunity to review and approve faculty handbooks, academic policy manuals, and any institutional policy statements that affect the faculty's teaching, research, or conditions of employment.
6. For joint committees on which the faculty is represented:
  - a. Faculty representation must appropriately reflect the degree of the faculty's stake in the issue or area the committee is charged with addressing.
  - b. The faculty members of joint committees must be selected in consultation with the elected faculty leadership or by processes approved by the senate.
7. The granting of honorary degrees is a prerogative of the faculty. All nominees for honorary degrees must be approved by the faculty or its designated representatives before final approval by the board of trustees.

### **Administration-Faculty Collegiality**

1. A collegial, candid, and cooperative relationship should exist between the administration and the faculty. When requested, administrators should appear before the senate and respond to questions.
2. It is expected that senior administrators will uphold the decisions of the senate in areas in which the faculty has primary responsibility, such as curriculum and tenure/promotion policies.
3. The chancellor and other senior administrators should consult in a timely way and seek meaningful faculty input on issues in which the faculty has an appropriate interest but not primary responsibility, including but not limited to the following:
  - a. the university mission, emphases, and goals
  - b. budget
  - c. campus master plan or strategic plan
  - d. building construction
  - e. enrollment growth
  - f. tuition policy
  - g. student discipline
  - h. intercollegiate athletics
  - i. faculty and staff benefits
  - j. libraries and other research facilities
4. The chancellor should effectively advocate the principles of shared governance to the Board of Trustees.
5. The chancellor should typically sustain the recommendations of faculty tenure, hearings, and grievance committees. When the chancellor acts against the recommendations of such committees, the chancellor should meet with the committee or otherwise adequately communicate the reasons for not sustaining its recommendations.
6. The Board of Trustees should exercise due respect for the governance prerogatives of the faculty.
7. The faculty should participate meaningfully in the selection of academic administrators through membership on search/hiring committees and the opportunity to meet and comment on "short-listed" candidates before hiring decisions are made.
8. The faculty of each college, school, or department should be consulted in the appointment or reappointment of the dean or department chair either through majority membership on the search or evaluation committee or by direct consultation with the appointing administrator either in person or by other means approved by the faculty senate.
9. The term of appointment of academic deans and department chairs should not exceed five years. If appointed for an indefinite term, an academic dean or department chair should be formally evaluated for continuation in office not less frequently than every five years.

10. The chancellor or provost, in consultation with the faculty senate, should establish effective procedures that enable members of the faculty having voting privileges to regularly evaluate the performance of senior administrators. This evaluation should be in addition to and independent of the mandated periodic evaluation of administrators by the chancellor or the board of trustees.

## Compliance

It is the responsibility of the faculty of each campus to advocate, seek, and monitor the campus's adherence to the Standards of Shared Governance. When a campus is not in compliance with one or more standards, faculty should seek resolution through processes at the campus level. However, when the faculty's sustained efforts to secure compliance have not been successful, the faculty, through its senate or the chair of the faculty, is encouraged to consult with the officers of the Faculty Assembly, who will bring the matter to the attention of the President and work with all parties to achieve a resolution.

## 1.0 HISTORY, ORGANIZATION AND OPERATION

### 1.1 The University of North Carolina (UNC) System

#### 1.1.1 History

The University of North Carolina was authorized by the State Constitution in 1776 and chartered by the General Assembly of North Carolina in 1789. The University of North Carolina at Chapel Hill admitted its first students in 1795.

The Constitution of North Carolina, Article IX, Section 3, provides 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. Beginning in 1877, the General Assembly of North Carolina established or acquired ten additional separately governed state-supported senior institutions of higher education: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, Western Carolina University, and Winston-Salem State University.

In 1931 the General Assembly of North Carolina enacted legislation which brought together UNC-Chapel Hill, NC State University, and UNC-Greensboro, into a multi-university system identified as The University of North Carolina. In the 1960's the University of North Carolina at Asheville (1969), the University of North Carolina at Charlotte (1965), and the University of North Carolina at Wilmington (1969), were added to UNC to create a six University system governed by a one-hundred member Board of Trustees.

In 1971, the General Assembly redefined The University of North Carolina; under the terms of that legislation all sixteen public senior institutions became constituent institutions of UNC responsible to the Board of Governors (see [Section 1.1.3](#) for list by category).

Each constituent institution of The University of North Carolina elects its own Board of Trustees, administers its own budget, appoints its administration with the Chancellor as the chief administrative officer, hires and evaluates its own faculty, sets policies for admission of its own student body, and is responsible for self-governance consistent with Board of Governors policies.

#### 1.1.2 Board of Governors, the President, and General Administration

##### 1.1.2.1 Board of Governors

The UNC Board of Governors is the policy-making body legally charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." It elects the president, who administers the University. The 32 voting members of the Board of Governors are elected by the General Assembly for four-year terms. Special members are non-voting members with varying terms. Such members are former chairs of the board, former governors and the president of the UNC Association of Student Governments, or that student's designee. For more information, visit <https://www.northcarolina.edu/apps/bog/members.htm>.

##### 1.1.2.2 [The Code of the University of North Carolina/UNC Policy Manual](#)

The UNC Administrative Manual has been merged with The Code of the UNC Board of Governors. The contents of these documents may now be found in the [UNC Policy Manual](#). All faculty have access to [The Code](#) online at this website.

##### 1.1.2.3 The President

The President, elected by the Board of Governors, 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 universities, 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" to all external constituencies. The President is responsible for all reports and presentations about the University to the General Assembly, the Governor, state offices and commissions and the Federal Government. For more information, visit <https://www.northcarolina.edu/president/>.

##### 1.1.2.4 The University of North Carolina System Office (System Offices)

The President is assisted by professional staff members who are elected by the Board of Governors on nomination by the President. For more information, visit <https://www.northcarolina.edu/leadership-and-governance/president/unc-system-office/>.

#### 1.1.3 UNC Faculty Assembly

[The Faculty Assembly](#) is the elected body of representatives of the faculty of the seventeen campuses of the University of North Carolina. Its

objectives are set forth in the Assembly's [Overview](#).

The Assembly is dedicated to upholding and exercising the principles of academic freedom, shared governance, tenure, and the faculty's primary responsibility for the university's curriculum.

- [History](#) of the UNC Faculty Assembly
- [Bylaws](#) of the UNC Faculty Assembly
- [Charter](#) of the UNC Faculty Assembly

## 1.2 History of the University of North Carolina Asheville (UNC Asheville)

The University of North Carolina Asheville originated as Buncombe County Junior College, founded in 1927 under the aegis of the Buncombe County school system. It operated as a free public institution until 1930, when a financial crisis forced the county college to begin charging tuition. It changed its name to Biltmore Junior College and was controlled by the faculty until 1934, when a newly-established board of trustees secured a charter under the name of Biltmore College. In 1936 control passed to the Asheville City School Board, and the name was changed to Asheville-Biltmore College. It was by this name that the institution was known until 1969 when it became a member of The Consolidated University of North Carolina.

In 1955, the General Assembly of North Carolina voted the first state appropriations for the support of Asheville-Biltmore College, and in 1957, under the provisions of the Community College Act, the college became the first institution to qualify as a state-supported community college.

Two locally-initiated and approved bond issues, along with state appropriations, enabled the college to begin a period of vigorous development. In 1961, the institution moved to its current 165-acre site in north Asheville and occupied the first two buildings on the new campus (Phillips and Rhoades Halls). Five additional buildings followed in the next few years (Ramsey Library, Carmichael, Lipinsky, Owen and Zageir Halls).

On July 1, 1963, Asheville-Biltmore College became a state-supported senior college, under a new board of trustees, and began establishing the character of the institution that ultimately was to emerge as the University of North Carolina at Asheville. In his Report to the Board of Trustees of Asheville-Biltmore College on July 1, 1963, the then President of the college, William E. Highsmith, stated that the institution was beginning the development of a liberal arts college stressing excellence in teaching and learning.

As early as 1962, Asheville-Biltmore College had expressed its ambition to become a campus of The Consolidated University of North Carolina, and in 1966, the Board of Trustees passed a resolution endorsing this goal. In 1968-69, after extended discussions of the state-wide implications of such a move, the Board of Trustees of the Consolidated University and the State Board of Higher Education endorsed the proposal, which was subsequently approved by the General Assembly of North Carolina. On July 1, 1969, Asheville-Biltmore College became the University of North Carolina at Asheville, one of six campuses of the Consolidated University. On July 1, 1972, the ten remaining state-supported senior institutions were merged into a unified sixteen-constituent member system, The University of North Carolina.

When it was established as a four-year senior state institution in 1963, again in 1969 when it joined The University of North Carolina, and throughout the vicissitudes of the past two decades, UNC Asheville has remained dedicated to its distinctive role in North Carolina: a public undergraduate liberal arts institution striving for the highest standards of excellence in teaching and learning.

UNC Asheville's mission has received further endorsement from the UNC General Administration. In January 1991, the President of The University of North Carolina asked four external consultants to review the missions and long-range plans of the sixteen constituent institutions. They were to recommend changes appropriate for each within the context of the constituencies they serve, the needs for higher education in North Carolina in the next decade, and the ability of the state to provide resources to meet those needs.

As part of its mission review for General Administration, UNC Asheville asked to be reclassified from a Comprehensive II institution to a Liberal Arts College I, to reflect more accurately its philosophy, character, and ambition. In November 1991, the President released the consultants' findings, which stated, in part:

"UNC-Asheville has developed a solid reputation as a public liberal arts institution. Its rate of enrollment growth in recent years has been very high. At the same time it attracts a high quality student body. . . . It prides itself on its interdisciplinary undergraduate core curriculum and its highly successful Master of Liberal Arts curriculum. . . . The institution is qualified to be classified as a Liberal Arts College I. This designation reflects its mission and we recommend that the change be approved.

This confirmation of UNC Asheville's historic commitment to undergraduate liberal arts education, coupled with an equally strong commitment to serve the region and state in ways that complement its educational program, sets the stage for the institution in the coming decade and beyond."

Since this reaffirmation of our place as the public liberal arts university in the UNC system, UNC Asheville has continued to enhance its national academic reputation and is consistently noted as one of the leading public liberal arts universities in the country.

UNC Asheville is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Arts, the Bachelor of Fine Arts, the Bachelor of Science and the Master of Liberal Arts and Sciences degrees. A Bachelor of Science in Engineering is offered jointly with North Carolina State University.

For additional history, read [The University of North Carolina at Asheville. The First Sixty Years](#) written by former Chancellor William E. Highsmith, published in 1991 by UNC Asheville. It is available in Ramsey Library.

## 1.3 Planning Guidelines for UNC Asheville

### 1.3.1 Objectives

The University of North Carolina Asheville is designated a Liberal Arts University in the University of North Carolina and offers degree programs at the baccalaureate level. A strong liberal arts curriculum has been broadened by the addition of several career-oriented programs.

The Asheville Graduate Center, offering a wide range of courses and cooperative programs, was established on the UNC Asheville campus in 1984. It plans, promotes and coordinates graduate education in Asheville by hosting programs from other UNC institutions on our campus.

UNC Asheville offers a Master's in Liberal Arts degree program. This interdisciplinary program is offered through the Asheville Graduate Center and builds upon a highly successful undergraduate humanities and arts core curriculum.

**1.3.2 Mission Statement** *(Adopted by the UNC Asheville Board of Trustees June 19, 2009; amended March 27, 2014)  
(Approved by the UNC Board of Governors November 13, 2009; amended February 21, 2014)  
(Approved by the Faculty Senate May 7, 2009; amended August 27, 2022. The [amendment](#) did not come before the Faculty Senate for consideration.  
Faculty Senate was notified of the Board of Governors' [approval](#) on April 23, 2014)*

Vision: UNC Asheville students, within a diverse and inclusive community, experience liberal arts education at its best.

Mission: UNC Asheville is distinctive in the UNC system as its designated liberal arts university. Our practice of the liberal arts emphasizes the centrality of learning and discovery through exemplary teaching, innovative scholarship, creative expression, co-curricular activities, undergraduate research, engaged service, and practical experience. UNC Asheville is primarily undergraduate, with all programs of study leading to the bachelor's degree, with the exceptions of teacher licensure programs and the master's degree in Liberal Arts and Sciences (MLAS). UNC Asheville offers a liberal arts education characterized by high quality faculty-student interaction. We offer this challenging educational experience to all promising students who are committed to liberal learning and personal growth.

Our liberal arts educational approach emphasizes life skills including critical thinking, clear and thoughtful expression, and honest open inquiry. Students undertake concentrated study in one area while simultaneously developing an understanding of the connections among disciplines. We encourage students to clarify, develop and live their own values while respecting the views and beliefs of others. In addition we cultivate an understanding of the dimensions of human diversity while recognizing the common humanity of all. We believe a quality liberal arts education enables our graduates to be lifelong learners and to lead successful, flourishing lives as leaders and contributors to their communities.

At UNC Asheville, we respond to the conditions and concerns of the contemporary world both as individuals and as a university. We incorporate economic, social and environmental sustainability into our institutional practices and curriculum. With a range of associated centers, partnerships, and initiatives, we fulfill our public responsibility to address the needs of our community through a continuum of learning. We develop a commitment to continuing service characterized by an informed, responsible, and creative engagement with the Asheville area, the southern Appalachian region, the state of North Carolina, and a diverse and increasingly connected world.

**1.3.3 Strategic Plan** (Adopted by the Board of Trustees in June 2016) ([SSR1016S](#)) ([SD11112S](#))

Success means creating a culture that recognizes that our strength as an institution lies in our diversity, and that we must nurture our community to make it more inclusive and accepting. Success also requires innovation, encouraging everyone to take risks, try new ideas, and spread good ideas across our community. Success requires a strong commitment to holding ourselves accountable as we strive to meet our goals. To be a successful university of the future we will commit to a culture of sustainability, continuously finding new ways to support the natural environment, our communities, and the long-term health of the institution and her people.

UNC Asheville's [strategic plan](#) rises from a commitment to our mission as a public liberal arts institution, distinct in the state of North Carolina and a national leader, as one of the founding members and headquarters of the Council of Public Liberal Arts Colleges. As one of 17 institutions in the UNC System, our plan draws from statewide priorities of access, affordability and efficiency, student success, economic impact, and excellent and diverse institutions. Through this plan, UNC Asheville will continue to press forward as a nationally recognized center of creativity, innovation, and excellence in the public liberal arts.

## 1.4 Administrative Structure

The administrative structure of UNC Asheville may be seen in the [UNCA Factbook](#).

### 1.4.1 Board of Trustees

The UNC Asheville Board of Trustees is composed of thirteen members, eight elected by the Board of Governors, four appointed by the Governor and the current President of the Student Government Association, ex officio. Elected and appointed members serve staggered four year terms commencing on July 1. Powers and duties of the Board of Trustees are described in [Chapter IV, Section 403](#) of [The Code](#). For Delegations of Duty and Authority from the Board of Governors to Board of Trustees see [Appendix I](#) of [The Code](#). A membership list of the Board of Trustees is available at <https://leadership.unca.edu/board-of-trustees/board-members/>

### 1.4.2 Chancellor

The administrative and executive head of UNC Asheville is the Chancellor who exercises complete executive authority therein, subject to the direction of the President. Chapter V of [The Code](#) discusses Officers of the University with [Section 502](#) devoted to Chancellors of Constituent Institutions. In the absence of the Chancellor, the Provost and Vice Chancellor for Academic Affairs is the Presiding Officer. In the absence of both the Chancellor and the Provost and Vice Chancellor for Academic Affairs, the Presiding Officer rotates through the Senior Staff. If the chancellor is absent or incapacitated for an extended period of time, UNC Asheville will, working with the General Administration and the President in naming leadership, recommend that the Provost and VCAA be asked to serve.

The Chancellor is Dr. Nancy J. Cable.

The Chancellor's [senior staff](#) consists of:

- Kim van Noort, Interim Provost & Vice Chancellor for Academic Affairs
- Kirk Swenson, Vice Chancellor for University Advancement
- Meghan Harte Weyant, Vice Chancellor for Student Affairs
- John Pierce, Vice Chancellor for Finance and Campus Operations
- Janet Cone, Senior Administrator for University Enterprises and Athletic Director
- Brian Hart, Interim Chief of Staff
- Michael Strynick, Chief University Communication/Marketing Officer
- Lakesha McDay, Executive Director for Governmental & Community Relations
- Kortni Campbell, Vice Chancellor for Admission & Financial Aid

In addition, the Chancellor provides direct leadership and supervision of:

- Director of [Internal Audit](#)
- [Communication and Marketing](#)
- [Human Resources](#)
- Executive Director for [Council of Public Liberal Arts Colleges](#)
- [Affirmative Action Officer](#)
- [Faculty Athletic Representative](#)

### 1.4.3 Academic Affairs

The Office of Academic Affairs is responsible for oversight, management, and accomplishment of the institution's educational mission. To this end, the Office of Academic Affairs works with departments and programs to create and maintain an environment that cultivates student learning and growth; provides varied opportunities for students to achieve our learning outcomes; promotes diversity among people and ideas as a way to enrich students' lives; encourages students to explore of interdisciplinary connections; and provides the faculty support and development critical to the evolution of vibrant learning environments for our students.

The Provost and VCAA is responsible for all activities in the area of Academic Affairs. The Provost and VCAA is the Chancellor's delegate in all areas of the academic program, including curriculum and academic policy, as well as the development of personnel policy, hiring, evaluation, salary determination, and promotion of all professional personnel in the academic areas.

Academic Affairs Staff (follow a link for more information about a unit.)

- [Provost and Vice Chancellor for Academic Affairs](#)  
Kim van Noort
- [Deans and Provost's Staff](#)  
Susan Reiser, Senior Advisor to the Provost  
Tracey Rizzo, Dean of Humanities  
Marietta Cameron, Dean of Natural Sciences  
Agya Boakye-Boaten, Dean of Social Sciences  
Herman Holt, Dean of Special Programs and Graduate Programs  
Lynne Horgan, University Registrar  
Brandy Bourne, Interim University Librarian  
Catherine Frank, Executive Director, Osher Lifelong Learning Institute  
Charlotte Smith, University Grants Manager  
Anne Marie Roberts, Associate Director of Advising and Academic Success  
Evelyn Chiang and Karen Cole, Interim Co-Directors, Center for Teaching and Learning
- [Academic Affairs Support Staff](#)  
Pat O'Brien, Executive Assistant  
Angie Irvin, Academic Affairs Personnel Specialist  
Alicia Henry, Administrative Assistant, Office of the Deans

#### 1.4.3.4 Department Chairs (SD11212S)

Academic departments have at least two tenured or tenure-track faculty positions (as the primary affiliation in the case of joint appointments). Most departments also host baccalaureate degree programs; the notable exception is the Education Department, which grants various forms of teacher licensure. Each academic department is supervised by a Department Chair.

Chairs are the academic and administrative leaders of departments. Chairs are appointed by the Provost and VCAA, generally for a four-year term, which may be renewed. For a detailed description of Chair duties, see [Section 3.1.2](#). For information on the evaluation of Chairs, see [Section 3.4.4](#).

#### 1.4.3.5 Academic Program Directors (SD11212S)

UNC Asheville has a number of additional academic programs which offer interdisciplinary and collaborative curricular opportunities that are essential to the university's mission and that offer members of the faculty opportunities to collaborate with faculty from other departments. Some programs offer interdisciplinary degrees, others offer minors, and still others provide enriching curricular opportunities for students. Academic programs become departments when they have at least two tenured or tenure-track faculty positions. These programs fall into three basic categories:

1. [Programs which grant degrees](#)  
Includes Interdisciplinary Studies; Women, Gender and Sexuality Studies; and the Master of Liberal Arts and Sciences program (M.L.A.S.)
2. [Programs which offer interdisciplinary minors but do not grant degrees](#)  
Includes Africana Studies and Humanities.
3. [Programs which support the University's mission but have neither minors nor degrees](#)  
Includes Arts and Ideas, Honors, Teaching Fellows and Undergraduate Research.

Program Directors, rather than Department Chairs, are the academic and administrative leaders of academic programs. Program Directors are appointed by the Provost and VCAA, typically for a four-year term, which may be renewed. For a detailed description of their duties, see [Section 3.1.2](#). For information on the evaluation of Program Directors, see [Section 3.4.4](#).

#### 1.4.3.6 The Faculty Body

The faculty is organized into academic departments and programs which are informally grouped into four program areas: Humanities, Natural Sciences, Social Sciences, and University Programs. The departments/programs in each cluster follow. [Click here](#) for a list of department websites.

**Humanities**[Dr. Tracey Rizzo](#)

- Art
- Arts and Ideas
- Ancient Mediterranean Studies
- Drama
- English
- Humanities
- Languages and Literatures
- History
- Music
- Philosophy
- Religious Studies

**Natural Sciences**[Dr. Marietta Cameron](#)

- Atmospheric Science
- Biology
- Chemistry
- Computer Science
- Environmental Studies
- Mathematics
- New Media
- Physics

**Social Sciences**[Dr. Agya Boakye-Boaten](#)

- Economics
- Health & Wellness
- Interdisciplinary Studies
- International Studies
- Management & Accountancy
- Mass Communication
- Political Science
- Psychology
- Sociology & Anthropology
- Women, Gender and Sexuality Studies

**Dean of Special Programs / Graduate Programs**[Dr. Herman Holt](#)

- Africana Studies
- Asheville Graduate Center
- Education
- Engineering
- Joint Programs
- Graduate Programs
- NCCHW
- NEMAC
- Steam Studio
- University Honors Program

**Chief Research Officer**[Dr. Timothy Elgren](#)

- Sponsored Scholarship and Programs
- Undergraduate Research Program

**1.4.4 Vice Chancellor for Student Affairs (VCSA)**

The Vice Chancellor for Student Affairs is the chief administrator of the Student Affairs Division. The fundamental purpose of this Division is to provide support systems that enhance the educational mission of the University. Questions concerning students' rights and responsibilities, student life, and services should be directed to the VCSA.

- [Housing and Residential Education](#)
- [Dining Services](#)
- [Campus Recreation](#)
- [Health and Counseling Center](#)
- [Public Safety](#)
- [Highsmith Student Union](#)
- [Multicultural Affairs](#)

**1.4.5 Vice Chancellor for Finance and Operations (VCFO)**

The Vice Chancellor for Finance and Operations is the chief business and financial officer of the University. Major functions include developing and allocating resources and responsibility for all activities within the business affairs and physical plant organizational structure of the University. The VCFO also serves *ex officio* as Treasurer of the UNC Asheville Foundation. For more information please visit the following links:

- [Administration and Finance](#)
- [Campus Operations](#)
- [Bookstore](#)
- [Payroll](#)
- [Purchasing](#)
- [Travel](#)
- [Information and Technology Services](#)
- [Sustainability](#)

**1.4.6 Chief of Staff**

The Chief of Staff is responsible for planning, organizing, and guiding the activities and initiatives of the Chancellor's office as they relate to the internal relationships and operations of the university, as directed by the Chancellor in support of the university's mission.

**1.4.7 Senior Administrator for University Enterprises and Director of Athletics**

The Athletics Director and Senior Administrator for University Enterprises oversees official collaborations with the city of Asheville, Mission Hospital, Buncombe County and other community partners, directs the Department of Athletics, and is responsible for the operations of the North Carolina Center for Health and Wellness.

**1.5 Budget Process for Academic Areas**

UNC Asheville is funded predominantly from funds appropriated bi-annually by the General Assembly. The UNC Asheville Foundation provides some support through the Endowment and Annual Giving Campaigns. Many academic programs have special "Friends" groups which also provide funds for the operation of the program. Some academic programs have augmented their operating budgets through research and community service grants.

### **1.5.1 State Budget Process**

Biennially the General Assembly of North Carolina appropriates funds to the University of North Carolina based on the recommendations of the UNC Board of Governors. Minor budget adjustments are made in the "short sessions" held in even numbered years. Each of the constituent institutions submits budget requests to the Board of Governors through the UNC General Administration. The budget requests typically include three types: Continuation Budget, Expansion Budget, and Capital Budget. The Vice Chancellor of Finance and Operations is responsible for the preparation and management of these budgets at UNC Asheville.

The Continuation Budget, as defined by the State, provides for the continuing level of service of existing programs. The Expansion Budget provides for expansion of existing programs (including enrollment increases), new programs, and salary increases and/or benefits for teachers and state employees. The Capital Budget provides for construction of new facilities, repair and renovations to existing facilities, major equipment purchases, land purchases, and infrastructure improvements. Capital funds are normally appropriated by the General Assembly for a specific project.

More information on budget process and procedures can be found in the [Academic Affairs Budget Primer for Chairs](#).

### **1.5.2 Budget Procedures at UNC Asheville**

The Provost and VCAA oversees the budget process for the instructional program with assistance from the Deans. Department and program operating budgets are based on student enrollment, number of faculty, and disciplinary instructional expenses. Education and Technology Fees are used to supplement budgets for those departments with particular technology or materials needs.

Once funds are allocated to departments/programs, the chairs/directors are responsible for the management of the budget. Monthly status reports are provided electronically by the Business Office. An individual faculty member wishing to expend funds must have the signed authorization of the chair/director, or the Dean in the Chair's absence.

A faculty member may request funds to be expended from a 201xxx (academic instruction) budget by identifying the purpose of an expenditure and an approximate amount and presenting the request to the department chair/program director for review.

If funds are available in the departmental budget the chair/director may approve the request and forward it for processing. If funds are not available but the chair/director approves the rationale for an expenditure, it may be forwarded to the Dean for consideration for funding from non-department source.

## **1.6 FORMS for Section 1.0**

No forms for this section

## 2.0 HIRING - TERMINATION: RANKS, SEARCHES, CONTRACTS, BENEFITS ([SD3011S](#))

### 2.1 Faculty Status and Rank - Definitions

#### 2.1.1 Terminal Degree Policy of the UNC System

It is the policy of the University of North Carolina at Asheville that faculty members must have the appropriate terminal degree for their discipline in order to be eligible for academic tenure. In most fields this is the doctorate degree.

#### 2.1.2 Faculty Ranks ([SD10316S](#))

The faculty at the University of North Carolina at Asheville is composed of all persons having academic rank, including the Chancellor and the Provost and VCAA. The ranks are Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, Instructor, and Visiting Faculty (see Article I, Constitution of the Faculty Senate, [Section 14.1](#)). Individuals in Specialized Faculty Appointments are generally not considered part of the faculty. See [Section 14.2](#) of the UNC Asheville Tenure Policies and Regulations, Faculty Ranks, for details associated with appointments, evaluation and notice.

##### 2.1.2.1 Non Tenurable Ranks ([SD2921S](#))

**Instructor:** The rank of instructor is appropriate for persons who are appointed to the faculty in the expectation that they will soon progress to a professorial rank but who lack, when appointed, the necessary terminal degree for appointment to a professorial rank. Initial appointment to the rank of instructor shall be for one year, with one additional year of Instructor rank allowable so as to complete the required degree. (However, the candidate can be offered a terminal one-year appointment following the two-year allowance.) Upon completion of the necessary degree, advancement to the rank of assistant professor begins the following fall semester and initiates the four-year probationary term. No person holding a position as an instructor may be appointed to permanent tenure at that rank.

**Lecturer:** The rank of lecturer is reserved for persons who are appointed to non-tenure track full-time faculty positions of specifically contracted length. Initial appointment to the rank of lecturer shall be for a term of one year. After completion of at least three one-year appointments, terms may be extended to three years. No person holding the position of lecturer may be appointed to permanent tenure at this rank. The "notice" provisions of [Section 14.2](#) do not apply to lecturer appointments; each lecturer shall be notified of appointment for the following academic year before the end of the preceding spring semester in the final year of the contract.

**Types of lecturer positions:** There are two types of lecturer positions. A **temporary lecturer** may be requested to fill immediate instructional needs with no expectation to keep the position beyond the single year or term. Temporary lecturers most often substitute for tenure track faculty when a search is in progress. A **continuing lecturer** position may be requested when a department/program wishes to add a lecturer to its full-time staff.

**Senior Lecturer:** The rank of Senior Lecturer is reserved for members of the faculty who have completed at least seven years as a full-time faculty member (of any rank) as Lecturer and who have demonstrated noteworthy accomplishments in scholarship and/or service, in addition to high-quality teaching, which warrant a promotion to this rank and the issuance of a five-year contract. Senior Lecturers have a 12-hour teaching load. The rank of Senior Lecturer is initially awarded through the promotion process described in [3.5.4](#), in which the Committee of Tenured Faculty makes a recommendation to the Provost. Senior Lecturers receive five-year contracts following their appointments. Subsequent five-year contracts are requested as follows:

- The Chair or Program Director should write a brief (1-3 page) statement requesting the Senior Lecturer's reappointment, including both (a) a justification for the position based on departmental enrollment trends, department staffing, and curricular needs, referencing data supplied by the Office of Institutional Research, Effectiveness, and Planning, and (b) an evaluation of the Senior Lecturer's overall contributions during the prior four years, addressing areas listed in the guidelines for evaluation that are relevant for the candidate.
- The Chair's statement should be submitted to the Office of the Deans along with their evaluation of the candidate's

annual faculty record. (See Section 3.4.2 for Chair evaluation due date.) Academic Affairs will supply Student Feedback on Instruction data and annual faculty records from the prior four years

- The Deans as a group will review all Senior Lecturer reappointment files and make a recommendation to the Provost. Senior Lecturers will be notified of the decision no later than August 1 of the last fiscal year of their contract (i.e. for contracts terminating June 30, notification will be given 11 months prior to the ending date).

No person holding the position of Senior Lecturer may be appointed to permanent tenure at this rank. The "notice" provisions of [Section 14.2](#) do not apply to Senior Lecturer appointments.

**Visiting Faculty:** The qualification "visiting" applies to faculty hired for fixed-term appointments, normally in roles replacing a regular faculty member taking a leave or awarded a professional development leave. Such an appointment shall be at a specific rank for a term of not more than one year; one subsequent appointment may be made for a term of not more than one year.

**Specialized Fixed-term Faculty Appointments** (see [Section 14.2](#) for further explanation).

**Artist, Poet, Writer in Residence, Clinical, Research:** Fixed-term appointments with the title designations of "artist in residence," or "writer in residence," or with any faculty rank designated in [Section 2.1.2](#) above when accompanied by the qualifying prefix "Clinical," or "Research," may be made as provided herein. Such an appointment is appropriate for a person who has unusual qualifications for teaching, research, academic administration, or public service but for whom neither a professorial rank nor the instructor rank is appropriate because of the limited duration of the mission for which he or she is appointed, because of concern for continued availability of special funding for the position, or for other valid institutional reasons. An initial special appointment shall be for fixed terms of one to five years and may be made either in direct succession or at intervals.

The "notice" provisions of [Section 14.2](#) do not apply to special faculty appointments, and a faculty member holding such an appointment is not entitled to any notice concerning offer of any subsequent appointment at any rank or appropriate department.

**Adjunct Faculty** (one-half time or less): Adjunct faculty are employed semester by semester and paid on a per course contract as specified in their letter of employment from the Provost and VCAA. Normally an adjunct is restricted to teaching no more than six hours per semester.

#### **[2.1.2.2 Emeriti Faculty \(SD9116S\) \(SD0202F supersedes SD0495F\) \(SD2384\)](#)**

To honor distinguished service, the University grants emeritus status to those faculty members who:

Retire from the University with faculty rank after at least ten years of service at UNC Asheville, upon approval by the Board of Trustees.

The Provost should consult department faculty before recommending emeritus status and may make a determination that a faculty member may not receive emeritus status if in his or her judgment the retired faculty member has engaged in behavior similar to that which would warrant the imposition of serious sanctions on members of the faculty, as specified in the [UNC Code and Policy Manual, Section 603 \(1\) \(c\)](#). Similarly, the Provost may withdraw emeritus status from a former faculty member for such behavior, after consultation with the Committee of Tenured Faculty. In both cases, the Provost must notify the retired faculty member of his or her decision and the retired faculty member has the right to appeal the decision to the Grievance Committee. That appeal would follow Grievance Committee procedures as described in 3.6.

Special circumstances may dictate that the first of these requirements be waived, in which case the Committee of the Tenured Faculty is empowered to act by two-thirds vote of those present and voting.

Major administrators who also hold professional rank will be considered for professional emeritus status in accordance with the regular procedure for the faculty. Eligibility for emeritus status under these standards is retroactive for all faculty who have retired from the University of North Carolina at Asheville. The designation shall be "Emeritus" following whatever highest rank has been earned, e.g., Professor Emeritus.

Faculty members retired and emeriti possess such privileges as continued listing in the university catalog, standing invitations to march in all academic processions and to participate in other academic faculty events on the same basis

as currently employed faculty, use of athletic and library facilities and faculty parking areas, and such other privileges as may be extended by the Board of Trustees.

### 2.1.2.3 Tenurable Ranks

**Assistant Professor:** Appointment to the rank of Assistant Professor is appropriate for faculty who hold the terminal degree (usually the doctorate) in their discipline and who are otherwise fully qualified to hold a faculty position. Initial appointment to this rank shall be for a probationary term of four years. In the third year of this term following a review, the person may be appointed for a second four-year probationary term. A favorable review followed by reappointment voids the fourth year of first term and initiates the second probationary term in the following academic year. An unfavorable review allows the fourth year of the first term to serve as a grace year of employment with faculty status. (See [Section 14.2](#)). Reappointed persons on tenure track will normally be evaluated for tenure and promotion to Associate Professor in the sixth year of the full probationary period. Candidates awarded tenure will begin a permanent contract in the following year of employment. Candidates not awarded tenure may not be reappointed beyond the seventh year of employment.

**Associate Professor:** Appointment to the rank of Associate Professor is appropriate for faculty who hold the terminal degree in their discipline and who have a record of excellent teaching, a pattern of professional and scholarly development commensurate with departmental standards, and evidence of commitment to university service within and outside the department. For untenured faculty, the initial appointment to this rank shall be for a probationary term of four years. Appointments will normally be evaluated for tenure in the third year of the term. Candidates awarded tenure will begin a permanent contract in the fourth year of employment. Candidates not awarded tenure may not be reappointed beyond the fourth year of the term. (See [Section 14.2](#)).

**Professor:** Appointment to the rank of Professor is appropriate for faculty who hold the terminal degree (usually the doctorate) in their discipline and who have a strong record of excellent teaching, significant accomplishment in scholarship/creative activity, and evidence of commitment to university service within and outside the department. For untenured faculty, the initial appointment to the rank shall be for a probationary term of four years. Appointments will normally be evaluated for tenure in the third year of the term. Candidates awarded tenure will begin a permanent contract in the fourth year of employment. Candidates not awarded tenure may not be reappointed beyond the fourth year of the term. (See [Section 14.2](#)).

### 2.1.2.4 Part-time, continuing contract (at least one-half time)

Under special circumstances approved by the Provost and VCAA, and for a specified time period, a faculty member may be appointed to a ranked position at less than full-time but more than one-half time teaching equivalency. Persons in this category are on an annual salaried contract; their tenure status is not altered by this appointment. North Carolina law requires a person to be employed at least three-quarters time to qualify for benefits.

## 2.2 Budgeted Faculty Positions

The Board of Governors annually determines the number of full-time-equivalent (FTE) students to be funded at each constituent institution and then allocates faculty positions, salary and other budget items, based upon the enrollment figures. The adjunct faculty budget is funded by holding some full-time positions vacant which generates money to hire adjunct faculty.

## 2.3 Allocation of Faculty Positions

Faculty positions funded to UNC Asheville are allocated by the Provost and VCAA after analysis of requests from Department Chairs and Program Directors, consideration of Institutional needs, and consultation with the Position Allocation Committee and the Chancellor. Positions which become vacant must be justified in the same way as requests for new positions. Once a position has been allocated the Search Procedure described in the following section is activated.

## [2.4 Faculty Searches \(SD4682\)](#) (Edited by Provost and VCAA, 2007, 2017) ([SD6922S](#))

This process is controlled by State and Federal laws governing employment by public institutions and including regulations concerning Affirmative Action and non-discrimination. In the employment of faculty members at UNC Asheville, the Provost and VCAA has been delegated responsibility for all matters, from the allocation of vacant positions to the recommendations for hiring to the Chancellor. In the hiring of tenure-track persons, the Board of Trustees acts on

the recommendation of the Chancellor. The Board has delegated to the Chancellor the final decision on the hiring of non-tenure-track faculty members.

Purpose of the Search: ([SD7103S](#))

To find the person most qualified in the needed expertise and most suited to the purposes and character of this particular academic community. The achievement of this purpose may be modified by the circumstances of the employment market, rank and salary available, the recruitment and retention of faculty accompanied by an academic spouse/partner, etc.

Function of the Search Committee:

1. To clarify (to the extent that they have not already been determined) the qualifications to be sought in applicants for the position in light of departmental and institutional needs.
2. To screen all applicants in order to determine those most suitable for the position advertised.
3. To recommend to the Provost and Dean applicants to be invited for on-campus interviews.
4. To participate in these on-campus interviews and to provide feedback to the Provost and Dean after campus interviews.

Role of Chair of the Search Committee:

1. To lead the Committee in performing its functions including:
  - \* setting up its procedures, files, and individual assignments,
  - \* maintaining objectivity in assessing applicants' qualifications,
  - \* directing attention to affirmative action consideration, and
  - \* checking applicants' references.
2. To act as liaison with Office of Academic Affairs in:
  - \* developing advertisement, its placement in journals and deadline for applications,
  - \* meeting requirements and reporting needs of Affirmative Action,
  - \* communicating feedback on candidates to the Provost and Dean, and
  - \* being available for consultation with Academic Affairs on any subsequent salary or rank negotiations.
3. To make arrangements for interviews and presentations by candidates in:
  - \* setting up dates and interview schedules,
  - \* arranging travel, lodging and meals, and
  - \* arranging for reimbursement for expenses incurred by candidate.

Composition of Search Committees ([SD6922S](#))

Please refer to the Academic Affairs website for procedures on the composition and training for search committees. Training for search committees is currently in transition. Once the training details are in place, documents will come through FWDC to update the handbook permanently.

Search for Department Chair

Because of the nature of this position, involving more than disciplinary expertise and calling for qualities of leadership, communication and awareness of organizational realities, this Search Committee extends beyond the confines of the department. Depending on the size and composition of the department, in addition to department members, there should be three department chairs or program directors on the committee.

**2.4.1 Affirmative Action**

UNC Asheville's commitment to a liberal education of highest quality requires the creation of a diverse community of teachers and learners. Consequently, the University is unalterably dedicated to employing a multicultural faculty of diverse age, gender, and race who share the vision of a distinctive public undergraduate liberal arts university. The University Affirmative Action Plan and search procedures to assist in achieving this vision are updated annually to align with hiring goals in accordance with federal and state statutes. The Affirmative Action Plan is available in the Human Resources Office.

## **2.5 Procedures for Recruitment and Hiring**

As specified in [SD1099F](#), all members of the Faculty Senate are empowered to represent the Faculty Senate during the on-campus interview process.

For current recruitment and hiring procedures, see Academic Affairs at <https://academicaffairs.unca.edu/faculty-resources/procedures-for-faculty-recruiting-and-hiring/>

## **2.6 Contracts - Full time**

### **2.6.1 General**

The normal contract period for faculty members is the academic year, two semesters spanning about nine months, and running from the official opening date of the fall semester through commencement at the end of spring semester.

After a candidate has been recommended for full-time employment by the appropriate department chair or program director, the Provost and VCAA, and approved by the UNC Asheville Board of Trustees, a written contract is issued.

### **2.6.2 Joint Faculty Appointments**

To receive a joint appointment in two academic departments a faculty member must:

1. Provide documentation of education, training, or experience relevant to the curriculum needs of both departments.
2. Receive a recommendation from the Chairs of each department which includes statements indicating the appropriateness and justification for such appointment.
3. Agree to meet the anticipated teaching assignments in both departments.
4. Agree that one department is the department of primary responsibility. This department's chair will be responsible for all personnel recommendations but must consult with and include in the file an evaluation and recommendation letter from the chair of the second department. Should tenure be granted it would be as a faculty member in the primary department. The decision as to which department is the primary department is negotiated between the faculty member and both department Chairs and approved by the Provost and VCAA at the time of initial appointment. Any change in this appointment requires agreement of all parties plus the Chancellor and may occur only after documenting that program needs call for the adjustment.
5. A visiting scholar who is not filling a tenure track position may receive a joint appointment for the duration of the visit.
6. As with any appointment, joint appointments must receive the favorable recommendation of the Provost and VCAA, the Chancellor, and final appointment by the Board of Trustees.

## **2.7 Contracts - Adjunct**

### **2.7.1 Decision to Hire**

Adjunct faculty are employed on a by-the-course basis for one semester at a time. The department chair or program director is responsible for searching for adjunct faculty. Annually the Provost and VCAA allocates funding for a specified number of adjunct-taught hours to each department/program. The chair/program director is responsible for determining the appropriate qualifications of the candidate, evaluating performance, communicating policy and other relevant information to adjunct faculty.

### **2.7.2 Responsibilities**

Adjunct faculty are expected to attend departmental faculty meetings whenever feasible. Chairs/Directors should provide an orientation for all adjunct faculty and should attempt to schedule department meetings at times when most adjunct faculty may attend.

### **2.7.3 Application and Contract**

Applicants for adjunct faculty positions must submit a completed application form, official transcripts of all post-secondary work, and other documentation of expertise and experience as requested by the Chair/Director to the Office of the Deans. Upon recommendation by the Chair/Director, the Provost and VCAA issues a letter of employment which specifies the terms of employment and rank.

### **2.7.4 Teaching Responsibilities**

Normally adjunct faculty members may teach no more than six hours per semester. Requests to exceed this amount must be approved in advance by the Provost and VCAA.

### **2.7.5 Salary and Fringe Benefits**

Salary for adjunct faculty is normally paid by the semester credit hour at a rate reflecting the individual's rank. A copy of prevailing salary rates may be acquired in the Office of the Deans. Adjunct paychecks are issued four times each semester (last day of the month) and are subject to withholding for Social Security, state and federal income taxes. It is State mandated that all payroll checks be paid electronically by direct deposit.

In special cases a part-time faculty member may be employed at a salary rate independent of the number of semester hours taught. These individuals receive a formal contract issued by the Provost and VCAA and are employed as part-time Lecturers.

The State of North Carolina does not fund fringe benefits for adjunct and part-time faculty (defined as those who teach less than three-quarter time). The state does pay the Social Security matching contribution.

### **2.7.6 Perquisites**

On a space available basis UNC Asheville provides adjunct faculty with offices (sometimes shared with other faculty) for meeting with students, secretarial support for work directly related to course instruction, access to the services of the Library, Information Technology Services, Copy Center, Media Center, and athletic facilities. The services of the Health Center and Counseling Center are not available to adjunct faculty. During the period of employment adjunct faculty have access to athletic events, films, performances and lectures on the same basis as full-time faculty.

### **2.7.7 Summer School**

Adjunct faculty may be employed during the summer on the same basis as outlined above for the regular semester.

## **2.8 Faculty Personnel Records**

### **2.8.1 Purpose/Location**

Faculty personnel records are maintained in the Office of Academic Affairs with the Provost and VCAA as the custodian of these records.

### **2.8.2 Content**

The following information on each faculty member is kept in the personnel file:

- Completed Application Form
- Letter of Appointment or Contract, designating the conditions of employment
- Salary and promotion letters, indicating new or changing salary or position
- Evaluative material
- Significant commendations or disciplinary citations
- Official transcripts, received directly from the issuing institutions
- Complete payroll deduction information
- Items submitted by faculty member, if approved by one's immediate supervisor for inclusion in the official records as "relevant to accomplishing personnel administration purposes."
- An employee's statements relating to file material which he or she considers to be inaccurate or misleading

- Name, age, date of original employment, current position title, current salary, date and amount of most recent change of salary, date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification, and the agency and location to which the employee is currently assigned.
- Results of criminal background check.

### **2.8.3 Access**

Faculty personnel files are by law open to the person who is the subject of the file and to "the supervisor of the employee," defined in the statute as any individual in the chain of administration authority above the employee. The employee is entitled to see everything except letters of references solicited prior to employment and any information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient.

## **2.9 Faculty Salary**

### **2.9.1 Salary Budget**

The total budget for faculty salaries each year is determined on the basis of the average faculty salary of the previous year (i.e., total salary budget divided by the number of budgeted positions). Additional positions that result from changes in enrollment are then added at the average salary rate of that previous year. Any salary increments are then added to this as appropriated by the General Assembly and allocated by the Board of Governors.

### **2.9.2 Compensation Practices**

#### **2.9.2.1 Payroll Periods (dates)**

Salaries for UNC Asheville employees are directly deposited into the bank account designated by each employee. New faculty must provide a Direct Deposit Enrollment Form, along with the necessary documentation of the bank account to the Payroll Office. Each pay period, Notices of Deposit are sent to employees.

The contract salary is paid in twelve installments; deposits are made available on the last working day of each month, except in December when deposits are issued about the 20th. Summer school deposits are issued in the regular monthly deposit.

The pay period for new faculty members extends from July 1st through June 30th. The first paycheck for new faculty members is issued at the end of August in the amount of two-twelfths of the contract salary. The balance of the contract is paid in one-twelfth installments from September through June.

#### **2.9.2.2 Salary Increases**

The General Assembly and the UNC Board of Governors may award salary increases for meritorious service. Additional adjustments may be made to reward promotions and to minimize salary inequities. These increases become part of a faculty member's base salary. The award of merit salary increases is part of the annual faculty evaluation process (see [Section 3.4](#)).

### **2.9.3 Payroll Withholding**

#### **2.9.3.1 Mandatory**

The following items are required to be withheld from each employee's paycheck:

|                           |   |
|---------------------------|---|
| Federal Income Tax        | Social Security tax (FICA and Medicare) |
| North Carolina Income Tax | Retirement Contribution                 |

#### **2.9.3.2 Voluntary**

The following items are voluntary deductions from an employee's paycheck. See the Office of Human Resources for more information <https://payroll.unca.edu/voluntary-deductions>.

Deducted on a pre-tax basis

1. Family and Dependent Health Insurance
2. Flexible Spending Accounts for expenses such as unreimbursed medical costs and child care costs.
3. Supplemental dental and/or vision coverage.
4. Accidental Death and Dismemberment Insurance which pays a benefit for certain types of injuries incurred either on or off the job.
5. Supplemental Retirement programs, including NC 401(k), 403(b), or 457 plans.
6. Parking permit fees.

Deducted on an after-tax basis

1. Life insurance
2. Supplemental disability insurance
3. State Employees Association of North Carolina
4. Roth Supplemental Retirement plans: Roth 401(k) and Roth 403(b)
5. NC Combined Campaign
6. Charitable Contributions to UNC Asheville Foundation
7. National College Savings Program

**[2.9.4 Supplemental Pay Policy \(SD1212S\) \(SD7717S\) \(SD5720S\)](#)**

**2.9.4.1 Supplemental Pay from Internal Funds**

Compensation of faculty is the purview of the Provost. Below are the recommendations from the Faculty Senate on factors to consider when establishing supplemental pay for faculty in administrative roles.

Faculty may receive compensation beyond their base salary for activities which are not included in their standard teaching load. Examples of such activities include administrative assignments, significant department service assignments, summer teaching, and course overloads. In all cases, except for stipends for participation in short-term faculty development workshops, a formal letter of appointment will be issued by the Provost and VCAA which specifies the activities which warrant supplemental pay, the duration of the appointment, and the amount of pay associated with the appointment. A copy of this letter of appointment will be placed in the personnel file of the faculty member.

1) Chairs: In addition to receiving reassigned time according to section [3.1.4.1.5](#), department chairs are eligible for a salary supplement. The amount of this supplement should be based on a compensation model that uses the expected duties of the department chair. The baseline component will involve the duties listed under Department Leadership, University Service, and Academic Programs. The additional compensation should be based on the number of full-time faculty and part-time faculty they supervise, the number of majors and minors in the department, as well as other factors that determine complexity and may impact workload for the Department Chair. The formula to calculate chairs' salary and reassigned time as well as the current amounts for each department should be publicly available to every member on campus. The formula for compensation should be evaluated and updated every three years by the Provost in consultation with FWDC.

2) Program Directors: In addition to receiving reassigned time according to section [3.1.4.1.5](#), program directors may be eligible for a salary supplement. The amount of this supplement should be based on the workload and complexity of the position. Program directors will work with the Provost and VCAA, in

consultation with FWDC, to agree on a fair and equitable amount of compensation for the role. The formula to calculate program directors' salary and reassigned time as well as the current amounts for each position should be publicly available to every member on campus.

3) Other administrative assignments: Members of the faculty who are appointed to serve in other administrative assignments (e.g., Academic Affairs, Program Coordinators) may receive compensation and reassigned time, and if so, compensation and reassigned time should be equitable across these roles and the amounts of each should be publicly available to every member of campus.

4) Departmental and other service assignments: Any member of the faculty who is appointed to a significant service assignment, such as lab manager, director of a study abroad program, coordinator for periodic external assessment, or other episodic activities may be eligible for a stipend. This stipend may be a lump sum or include an extension of the 9 month contract.

5) Endowed Chairs: Endowed chairs may be eligible for an increase in salary, depending on terms of the position, available funding, and approval by the Provost and VCAA.

6) Course Overloads: As discussed in section [3.1.4.1.2](#), compensation for overload teaching will be granted by prior approval of the Provost and VCAA when a member of the faculty agrees to teach courses beyond their specified load. Payment will typically be at the rate paid to adjuncts. This policy includes courses taught for Distance Education and for Continuing Education. Likewise, any EPA non-faculty employee who agrees to teach a course will receive supplemental pay for that course, but only when this teaching is in addition to the normal working hours and responsibilities of that employee.

7) Summer School: See section [3.2.4](#).

8) Faculty Development and other workshops: Academic Affairs, the Center for Teaching and Learning, and others may offer stipends for leading or participating in faculty development workshops for course development, pedagogy, or other purposes. These stipends are payable only after participation is completed and verified.

#### **[2.9.4.2 Supplemental Pay from External Funds](#)**

Additional compensation can be earned, ordinarily during the summer term, for externally-funded activities as approved by the Department Chair, Program Area Dean, and the Office of Sponsored Scholarship and Programs. For all members of the faculty, total compensation paid by or through the university, including summer school teaching, but excluding faculty development workshops and supplements for Endowed Professorships, cannot take a faculty member's compensation beyond the equivalent of a 12-month contract at his/her regular pay rate (i.e., faculty members on a 9-month contract cannot receive additional compensation that is more than 33.33% of their regular pay; department chairs and others on a 10-month contract cannot receive additional compensation that is more than 20% of regular pay). For questions about limits on compensation or procedures for approval and compliance, please contact the Office of Sponsored Scholarship and Programs.

As discussed in [4.3.13](#), compensation for professional or other activities not paid by or through the university (e.g., consultancy, honoraria) is governed by the [Conflict of Interest and Commitment Policy](#).

## **[2.10 Fringe Benefits](#)**

See <https://hr.unca.edu/benefits/>

## **[2.11 Termination Procedures](#)**

See [Section 14.2](#) and The Code, [Chapter VI](#), for discussion relating to issues of termination and non-reappointment.

## **[2.12 Retirement](#)**

### **[2.12.1 Retirement](#)**

Information on retirement can be found at <https://hr.unca.edu/retirement>.

### 2.12.2 Phased Retirement Program (SD0809F)

The University of North Carolina Phased Retirement Program (the “Program”) is designed to provide an opportunity for eligible full-time tenured faculty members (“Eligible Faculty Members”) to transition to retirement through half-time (or equivalent) service. The goals of the Program are to provide additional flexibility and support for individual faculty members who are nearing retirement and to promote renewal of the professoriate in order to ensure institutional vitality. Enrolling Eligible Faculty Members may elect to begin receiving the benefits they have accrued under either the NC Teachers’ and State Employees’ Retirement System (“TSERS”) or the UNC Optional Retirement Program (the “ORP”), but they are not required to do so. However, so long as an Eligible Faculty Member does not receive a monthly retirement benefit, he or she will not receive University/State paid State Health Plan benefits.<sup>[1]</sup> This policy is written in accordance with UNC Policy 300.7.2 and includes the revisions approved on September 7, 2007.

The Phased Retirement Program is entirely voluntary and is available when agreed to and entered into by mutual written agreement between an eligible full time tenured faculty member and the university.

#### 2.12.2.1 Eligibility and Approval

A. The Program is available only to full-time tenured faculty members. Non-tenured and tenure-track faculty are not eligible for the Program.

B. Participating faculty members must:

1. Be at least age 62 or older for members of TSERS or 59 ½ for participants in the ORP upon entering the Phased Retirement Program.<sup>[2]</sup>

*Note: Age calculations are based on age as of August 1 of the year in which phased retirement begins.*

2. Have at least five (5) years of full-time service at his or her current institution, and
3. Be eligible to receive a retirement benefit under TSERS or ORP, as applicable.

C. Faculty members are individually responsible for providing to their employing institution age and service data needed to determine their Program eligibility. Faculty who occupy full-time administrative or staff positions are not eligible for the Program until they vacate the administrative or staff position. Thus, services rendered while in phased retirement will be only those teaching, research and administrative duties under faculty appointment.

D. Eligible Faculty Members do not have an absolute right to participate in the Program. Departments, schools or institutions may limit participation in the Program based on three conditions:

1. A finding that financial exigencies prohibit enrollment in the Program by the Eligible Faculty Member.
2. Further enrollment in the Program will substantially weaken academic quality or disrupt program sequence within the department, school or institution.
3. A department or school or an institution may each establish a cap or limit on the number of Eligible Faculty Members who may enter the program.

E. An application to enter the Program must be made at least six (6) months but no more than eleven (11) months before the effective date of an Eligible Faculty Member’s requested participation in the Phased Retirement Program, to begin at the start of the next academic year.

F. An application to enter the Program must be submitted to the Eligible Faculty Member’s Department or Division Head. An application is subject to final approval by the Institution’s Chief Academic Officer following evaluation of the conditions outlined in section D above and the development of a mutual “work plan” with the Eligible Faculty Member.

G. If an Eligible Faculty Member and the employing institution tentatively agree to the faculty member’s participation and a mutual work plan, the decision to enter or not enter the Program then rests with the Eligible Faculty Member.

- H. Once made, a decision to enter the program is binding and cannot be reversed.
- I. The Program has been made a continuing benefit of the University, subject to reservation by the UNC Board of Governors of the right to modify, suspend, or discontinue the Program. Eligible Faculty Members may timely seek to enter the Program for the number of years uniformly specified by UNC Asheville for its participating faculty.

### 2.12.2.2 Terms and Conditions

- A. Phased retirement under the Program is subject to the following terms and conditions:
1. Upon entering the Program, Eligible Faculty Members give up tenure. They terminate full-time employment and contract for a period of half-time (or equivalent) service to UNC Asheville. Half-time responsibilities may vary among departments in the university. Half-time service may consist of full-time work for one-half of a year (e.g. full-time work for one semester of an academic year) or half-time work for a year (e.g. half-time work in each of the two semesters of an academic year). Under either pattern the Program enrollment period begins with the fall semester. Teaching, research and service assignments during the period of phased retirement are individually negotiated by the Eligible Faculty Member and the appropriate supervisors and/or personnel committee(s). The details of the half-time service ("work plan") must be set forth in a UNC Phased Retirement Application and Reemployment Agreement (the "Agreement").
  2. In conjunction with the Agreement executed under the Program an Eligible Faculty Member must execute a waiver of rights and claims under the Age Discrimination in Employment Act (the "ADEA") and other laws (the "Release"). The Agreement and Release must fully comply with the requirements for knowing and voluntary waivers as provided in the ADEA and other applicable law. After the Agreement and Release are drafted and signed by the appropriate administrators, they must be delivered to the Eligible Faculty Member and the Eligible Faculty Member has no fewer than forty-five (45) calendar days within which to consider the Agreement and Release. The Agreement and Release do not become effective and enforceable until after a period of seven (7) calendar days following their execution by the Eligible Faculty Member, and during such period the Eligible Faculty Member may unilaterally revoke the Agreement and Release. If the Eligible Faculty Member elects to revoke the Agreement and Release within the seven-day period, the Eligible Faculty Member will continue in his or her same full-time employment status as the faculty member held immediately prior to the execution of the Agreement and Release, and the Agreement and Release become null and void. Revocations must be in a writing personally signed by the faculty member and received by the official to whom the prior application to participate in the Program had been submitted.
  3. Participating Faculty Members initially receive a salary equal to fifty percent (50%) of the full-time salary they received immediately prior to phased retirement (e.g. based on the Faculty Member's prior nine- or twelve-month contractual terms, as applicable). In addition, compensation paid during phased retirement is paid over twelve (12) months irrespective of the pattern of duties under the Faculty Member's work plan. **Subject to any limitations imposed under the State Retirement System and the legislative appropriations process**, Participating Faculty Members are eligible for salary increases and merit pay in subsequent years of Program participation based on annual evaluations.
  4. Participating Faculty Members will remain subject to The Code and policies of The University of North Carolina and UNC Asheville policies. In addition, without expressly or constructively terminating any Agreement, UNC Asheville may place a Participating Faculty Member on temporary leave with pay and/or reassign a Participating Faculty Member's duties during or as a result of any investigation or disciplinary action involving the Participating Faculty Member. Such authority shall be invoked only in exceptional circumstances when the Participating Faculty Member's Department or Division Head determines that such action is in the best interests of the university.

5. Phased retirement under the Program may be for a period of at least one but not greater than five years. Each institution will set the length of phased retirement for its faculty. All Eligible Faculty Members at each institution will have the same period of phased retirement. At UNC Asheville, phased retirement is for a period of three years.

B. UNC Asheville will develop a list of employee benefit plans or programs in which Eligible Faculty Members may participate during the phased retirement period. In addition, Eligible Faculty Members who elect into the Program will retain their professorial rank and the full range of responsibilities, rights and other general benefits associated with such rank, except for tenured status or as otherwise modified pursuant to an Eligible Faculty Member's agreed-to work plan. (UNC Asheville will, however, keep records of participation so as to note those faculty who are in phased retirement.)

### 2.12.2.3 General Provisions

A. Nothing in the Program precludes a participating Faculty Member from terminating his or her phased retirement at any time if the employing institution provides its consent.

B. Eligible Faculty Members participating in the Program do not enjoy the benefits of tenure. They may not serve on committees that require members to be tenured. Otherwise, participants have the same academic freedoms and responsibilities as other faculty members and have access to all grievance and appeal procedures available to non-tenured members of the faculty who are not participating in the Program.

C. Participating Faculty Members are expected to maintain high levels of professional commitment to UNC Asheville.

### 2.12.2.4 Procedures

The following information represents UNC Asheville's institutional guidelines for phased retirement.

#### A. Institutional Limits on Participation in the Phased Retirement Program

UNC Asheville has not established departmental or institutional caps on the number of participants in the Phased Retirement Program (PRP). However, an application to participate can be denied if participation in the PRP would substantially weaken academic quality of department or university programs. This finding, however, must be supported by objective measures of program quality. A judgment to deny participation on these grounds must be confirmed by the Provost/Vice Chancellor for Academic Affairs, if first made by a Department Chair. A judgment to deny participation must be confirmed by the Chancellor when first made by the Provost and Vice Chancellor for Academic Affairs.

If the initial application is not approved, faculty members may appeal to the Grievance Committee if they feel they have been inappropriately denied access to the Program or if they feel the Program's guidelines have not been properly followed.

#### B. Limits on Participation Because of Financial Exigencies

Financial exigency shall be determined according to the stipulations of The Code of the University of North Carolina ([Section 605. A. B. C](#)) and the UNC Asheville Tenure Policies and Regulations (Section V.A.1-2). The following conditions must be met in order for there to be any effect upon the application of the PRP.

1. Funds in the "101" faculty salary amount must be insufficient to support fully the number of FTE faculty positions of the previous year, and

2. A determination has been made by the Chancellor, under the conditions set by The Code, to terminate a designated program or to reduce the number of faculty members in a designated program.

In the event a financial exigency is declared according to the provisions of The Code, entry into phased retirement for faculty in the programs being eliminated may be suspended until the financial exigency is declared at an end.

C. Eligibility

Faculty are individually responsible for providing to the Office of Academic Affairs their age and service data needed to determine their program eligibility.

A list of faculty by rank, age, discipline area and administrative title (without names) of those faculty eligible and ineligible to participate in the program will be prepared annually each year and mailed as part of the PRP program materials. (See item V.B.6)

D. Procedures Ensuring Eligible Members Are Informed

1. All full-time tenured faculty will receive a letter announcing the PRP and providing eligibility information from the Office of Academic Affairs.
2. All eligible faculty members, and those who appear to be qualified for participation, will receive program materials from the Office of Academic Affairs by September 1 of each year. Program materials will be sent by certified mail in order to document the receipt of it by the eligible faculty member.

The Phased Retirement materials will consist of the following:

- A letter announcing the program,
  - The program summary,
  - A copy of the model UNC Phased Retirement Application and Re-employment Agreement,
  - A copy of the model Phased Retirement Release,
  - A chart outlining effects of participation in Phased Retirement Program on employee benefits, and
  - A chart reflecting information regarding persons who are eligible and those who are ineligible for the program.
3. Annual presentations will be advertised and held to provide further information about the Program to interested faculty, through a cooperative venture between the Office of Academic Affairs and the Office of Human Resources.
  4. Questions about the program should be directed to the Office of Academic Affairs.

E. Procedure Used To Accept, Review and Approve Applications

1. Application to the PRP must be made at least six (6) months but no more than eleven (11) months before the effective date of an Eligible Faculty Member's requested participation in the Phased Retirement Program, to begin at the start of the next academic year.
2. Faculty members intending to enter the PRP will develop a half-time work plan with the Department Chair. This plan will be subject to approval by the Provost and Vice Chancellor for Academic Affairs. A faculty member who is currently serving as a Department Chair will develop a half-time work plan with the Provost and Vice Chancellor for Academic Affairs, who will consult with senior members of the department about the plan. The plan will be subject to approval by the Chancellor.
3. The Office of Academic Affairs will receive the applications, recording the date of their receipt. The Provost and Vice Chancellor will review the application and render a decision regarding its approval with regard to its effect on the academic quality of the department or university programs. When an application is received from a current Department Chair, the Chancellor will review the application and render a decision regarding its approval.
4. If the Application is approved:
  - A. A checklist and the Agreement and Release Package will be provided to the faculty member by the Office of Academic Affairs. The checklist will ensure and document that the eligible faculty member

has received all materials in the Agreement and Release Package. The eligible faculty member will sign the checklist, confirming receipt of these materials as well as the Agreement and Release forms.

B. Upon signing this checklist and receiving the completed Agreement and Release forms signed by the institution, the faculty member has 45 days in which to sign and return the forms to the Office of Academic Affairs. If the Agreement and Release forms are not received within 50 days, there is no active request to participate in the Phased Retirement Program at that time. A faculty member may apply to the Program at a later date in accordance with the provisions of this policy.

C. If the signed forms are received by the Office of Academic Affairs within 50 days, there will be a 7-day waiting period from the date of receipt in which the faculty member has the right to revoke the fully executed Agreement and Release. If the application is not revoked, the faculty member is officially enrolled in the Program. If revoked, the faculty member will not be eligible to participate in the program at that time, but may reapply to participate at a later date. The Office of Academic Affairs will provide to the Office of Human Resources a listing of all faculty members who have enrolled in the Program.

F. Guidelines for Half-time Work Plans

1. The faculty member will carry a teaching load which is reduced by one-half of the standard load, currently 24 semester hours (or their equivalent) per academic year. Thus, the faculty member participating in PRP will carry 12 semester hours per academic year. Faculty members in the Program will not typically be eligible for additional time released from teaching.

2. The faculty member will carry one-half of faculty responsibilities including service and scholarly activity (advising, departmental work, campus committee assignments, and community service).

3. Only faculty with 12-month contracts (e.g. research professors) may perform services during other than the fall and spring semesters of the regular-term academic year.

No work plan may include duties incident to summer school curricula.

4. Compensation is paid over the 12-month participation year even if services are rendered during only part of the 12 months.

The faculty member will work together with the Department Chair to define specific service responsibilities under F. 2., recognizing that these may shift from year to year during the Phased Retirement.

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[1] If a faculty member does not elect to receive a monthly retirement benefit from TSERS or ORP, upon entering phased retirement he/she may continue participation in the State Health Plan as a permanent halftime employee on a fully contributory basis. In that case, the faculty member would not be eligible to receive the University's contribution.

[2] To comply with federal law, the increase in minimum age for participation from 50 to 62 for TSERS and 59 ½ for ORP participants becomes effective for faculty who first enter phased retirement beginning in the 2008-2009 academic year.

### 3.0 FACULTY RIGHTS, RESPONSIBILITIES AND EVALUATIONS (SD5613S)

#### 3.1 Faculty Rights and Responsibilities (SD0294E, revised by SD2102S)

The professional responsibilities of full-time faculty at UNC Asheville are divided among the three general headings of teaching, scholarship and scholarly or creative activity, and service. All three are considered important, but historically UNC Asheville has placed the heaviest emphasis on teaching. The way in which faculty members meet these three responsibilities will vary from department to department and may differ throughout a faculty member's career. Faculty members must carry out these responsibilities in a professional, ethical and collegial manner that enhances the purposes of UNC Asheville.

##### Teaching

As a relatively small, primarily undergraduate, liberal arts university, UNC Asheville properly requires excellence in teaching as its first priority. Teaching loads are also heavier at UNC Asheville than at some of the larger institutions in the UNC system. In order to teach well at the university level, up to several hours of preparation may be required for every hour in the classroom. Besides direct preparation for class, members of the university faculty are also expected to keep abreast of the literature of their respective disciplines in order to incorporate current insights into their teaching. In addition, many more hours of follow-up are often necessary to meet with students, support ongoing projects, and evaluate their completed work. Finally, faculty members are often asked to present material in courses in other departments.

##### Scholarship and Scholarly or Creative Activity

While the category of scholarship and scholarly or creative activity is sometimes considered separate from teaching, at UNC Asheville the two are closely linked. University instruction presupposes scholarship and scholarly or creative activity. Scholarship is largely defined by a scholarly or creative product that is usually peer-reviewed, whether by other scholars or professionals in the field. This involves attending and presenting at professional conferences; writing books, articles, and book reviews; and preparing performances and exhibitions. Scholarly or creative activity is defined as the process of research leading to scholarly or creative products and the active participation in one's discipline or in interdisciplinary work. It takes the form of original research or creative endeavors, integrative scholarship, and sharing knowledge with peers in the profession. A list of examples appears in [3.5.4.3](#). At a minimum, scholarly or creative activity requires demonstrated effort at professional self-development through keeping abreast of the state of the art in one's field. At UNC Asheville, given the emphasis on teaching mentioned above, the participation in undergraduate research and research for new course preparation are considered forms of scholarly activity.

##### Service

The foundation of service rests on its contribution to the mission of the university. The service responsibilities of faculty members primarily use their expertise in their departments, colleges, institutions, professions, and communities. Institutional service activities include academic and other advising; sponsoring of student and other organizations; laboratory and studio management; involvement in departmental, college and university committees; recruiting efforts; participation in faculty governance bodies; administrative assignments; and seeking external funding. Outside the university, it often involves service in professional organizations; lectures, performances, and readings at local, regional, or state clubs and organizations; sponsorship of conferences; consulting; service to public schools; and other service to various agencies and organizations. Since UNC Asheville has a tradition of heavy faculty participation in university governance, more involvement in university service is expected here than at many other universities. Special consideration is given to service activities that substantively contribute to university governance.

The mission of this University encourages, but does not require faculty members to meet each of the professional responsibilities of teaching, service, or scholarship and scholarly or creative activity through informed, responsible and creative engagement with the community. This may involve projects of a local, regional, state, national or international nature and may include students and staff, in addition to faculty and community members. Community engagement is a collaborative and reciprocal integration of teaching, service, or scholarship and scholarly or creative activity with community partners that not only meets professional responsibilities, but also serves a public purpose. Community engagement is not a separate category of professional responsibility. (For specific procedures on tenure, reappointment, and promotion, refer to sections [3.3-3.7](#).)

#### 3.1.1 Academic Freedom

Chapter VI, Sections 600 and 601 of [The Code](#) of the University reads as follows:

Section 600: Freedom and Responsibility in the University Community.

1. The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University 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.
2. The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.
3. Faculty and students of The University of North Carolina 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.

Section 601: Academic Freedom and Responsibility of Faculty

1. It is the policy of The University of North Carolina to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication for all members of the academic staffs of the constituent institutions. Members of the faculty are expected to recognize that accuracy, forthrightness and dignity befit their association with the University and their position as men and women of learning. They should not represent themselves, without authorization, as spokesmen for The University of North Carolina or any of its constituent institutions.
2. The University and its constituent institutions shall not penalize or discipline members of their faculties because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

UNC Asheville

As a constituent institution of the UNC System UNC Asheville subscribes to the foregoing statement as well as the AAUP 1940 Statement of Principles on Academic Freedom and Tenure.

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

**3.1.2 Duties of Department Chairs/Program Directors (SD5720S)**

Department Chairs (Revised by Provost and VCAA 2/27/06 in consultation with the assembled department Chairs and program Directors)

The department Chair is a member of the faculty who is appointed by the Provost and VCAA to perform the administrative functions described below in addition to the usual faculty responsibilities. For performing these duties, the Chair receives an annual stipend and a reduced teaching load. The Chair is directly responsible to the program area Dean and is normally appointed to a four year term. Consecutive reappointments for variable terms may be made.

The Chair is the leader of the department faculty and the manager of all departmental affairs and operations. Chairs may, at their discretion, delegate certain specific functions to members of the department. General leadership functions and evaluation responsibilities may not be delegated. At all times, the Chair remains accountable for the actions of the delegate. If responsibilities are delegated, Chairs must delegate an appropriate amount of their chair compensation and/or reassigned time to the faculty member taking on said responsibilities. This must be approved by the Provost.

Chairs serve a University function as well as a departmental one. The Chair, therefore, conveys to the department members a university-wide view of issues and initiatives and to ensure department participation in same, including a commitment to university core values of diversity and inclusion, innovation, and sustainability. The major responsibilities and authority of the position are stated as, but not limited to, the following:

A. Department Leadership

### 3.0 FACULTY RIGHTS, RESPONSIBILITIES AND EVALUATIONS

1. Attend all meetings of department chairs and program directors convened by the Provost and VCAA or others. (Because these meetings traditionally are scheduled at 3:30 PM on Mondays, individuals serving as department chairs should not be scheduled to teach at that time.)
2. Convene department meetings at least once each month during the academic year.
3. Communicate information regarding institutional issues, priorities, policies and initiatives to department faculty.
4. Lead department discussion of issues, priorities, etc and communicate department perspectives to the program area Dean on a timely basis.
5. Ensure department participation in recruitment and advising events including but not limited to Admissions events, orientation sessions, and scholarship interviews.
6. Ensure department participation in the Liberal Arts Core (e.g., through regular scheduling of LAC courses, development of proposals for diversity intensive courses, ARTS courses or First Year Seminars).
7. Encourage department participation in other University programs (e.g., Honors, Undergraduate Research, Humanities).
8. Appoint department liaisons to other University areas (e.g., Admissions, Ramsey Library, Career Center).
9. Prepare announcements related to departmental programs, students and faculty/staff members (e.g., for Public Information).

#### B. University Service

1. Serve as consultants to the Provost and VCAA, and through them to the Chancellor and other Vice Chancellors, providing input on major issues facing the institution, such as planning, academic or administrative problems, and relations with the outside community.
2. Complete special assignments, such as service on institutional task force groups, as requested by the Provost and VCAA or his/her designee.

#### C. Academic Programs

1. Oversee the development, operation and revision of the department academic programs.
2. Develop and periodically revise the department's Institutional Effectiveness Plan. (Although reports on these plans are submitted biennially, data for these reports are collected annually.)
3. Serve as liaison with individuals and University groups involved in program development, approval and evaluation.
4. Prepare course schedule for each semester.
5. Approve special topics courses.
6. Approve course substitutions.

#### D. Faculty

##### 1. Recruitment/Hiring

- Write requests for new full-time faculty positions.
- Oversee search process for new full-time faculty, ensuring compliance with all University policies and procedures (e.g., Affirmative Action).
- Make recommendations to the Provost and VCAA on the hiring of full-time faculty.
- Request and appoint adjunct/part-time faculty through the program area Dean.

##### 2. Regular operations

- Assign courses to faculty each semester during schedule construction, ensuring representation of all faculty ranks across all facets of the curriculum.
- Assign department discretionary reassigned time to department members as allocated by Academic Affairs..
- Assign advisees to faculty, ensuring an equitable distribution of advising loads.

##### 3. Mentoring

- Assist faculty with their professional development in the areas of teaching, scholarship and service.
- Encourage faculty to utilize available professional development opportunities (e.g., Center for Teaching and Learning, Office of Sponsored Scholarship and Programs).
- Encourage faculty participation in University and community life (e.g., co-curricular activities that enrich student learning experiences, attendance at campus events).

- Ensure that all faculty are accessible to students during the week.
- Ensure that faculty are informed about and refer students to available support services (e.g., Writing Center, Health & Counseling Center, Office of Accessibility).

#### 4. Evaluation

- Ensure that all faculty are evaluated by students and observed by peers in accordance with University policies.
- Evaluate full-time faculty annually (i.e., Faculty Record process) and as required for reappointment, tenure, promotion and post-tenure review.
- Provide feedback on performance to adjunct/part-time faculty at the end of each semester.
- Recognize faculty for participation in institutional initiatives (e.g., LAC) and activities in accord with institutional priorities (e.g., work related to diversity, equity, and inclusion, community outreach, co-curricular activities).

#### E. Students

1. Work with Admissions and the program area Dean to develop and maintain an appropriate number of students in the department's major program(s).
2. Collaborate with department faculty to develop co-curricular activities that enrich student learning experiences.
3. Participate in the resolution of student problems with instructors and courses; refer students to the Faculty Conciliator when appropriate.
4. Work with department colleagues and the Office of the Registrar to evaluate coursework for students who transfer to UNC Asheville.

#### F. Staff

1. Determine (in conjunction with other Chairs, if necessary) work assignments of staff assigned to the department.
2. Supervise staff assigned to the department.
3. Sign all required forms for staff (e.g., time sheets, leave slips).
4. Evaluate staff annually as indicated by University policies and procedures.
5. Encourage, provide time for and recognize professional development of staff.

#### G. Budget

1. Allocate department operating budget each year to the appropriate budget categories.
2. Allocate faculty travel/development funds to department faculty.
3. Consult with the program area Dean on special budgetary needs.
4. Develop special budget requests in concert with department and institutional priorities.
5. Authorize all expenditures from department funds (state and non-state).
6. Monitor expenditures to remain within approved budget.
7. Ensure adequate purchase of department supplies, equipment, etc.

#### Program Directors

Program Directors function similarly to department Chairs. However, because programs may not have their own faculty, staff or majors, some items in the preceding list may not apply. In all cases, Program Directors are required to provide teaching evaluations to the department Chairs of their instructors' home departments.

### **3.1.3 Campus Governance Participation (see [Section 10.1](#))**

### **3.1.4 Instructional Activities ([SD1513F](#))**

#### **3.1.4.1 Teaching Responsibilities**

##### **3.1.4.1.1 Full-time ([SD2611S](#))**

A full-time teaching assignment is 24 contact hours per academic year, after accounting for any reassigned time approved by Academic Affairs, in 8 or more organized course sections as defined by the Delaware Study (an instructional activity which is provided principally by means of regularly scheduled meetings in a classroom or similar facility at stated times, including laboratory, recitation or other sections which accompany a lecture section), as mandated by UNC Policy 400.3.4.

Faculty teaching workload is monitored by the Academic Deans through review of class schedules, annual faculty evaluation, and review of the annual Teaching Load Report, prepared by Institutional Research for use by Department Chairs/Program Directors and Academic Affairs.

#### **3.1.4.1.2 Compensation for Overload Teaching**

Compensation for overload teaching may be approved by the Provost and VCAA only by way of exception in order to meet an unanticipated need or to ensure an appropriate level of expertise which is not otherwise available in the local community. To be awarded compensation for overload teaching a faculty member must already be scheduled to teach 24 contact hours for the academic year, after accounting for administrative reassigned time. Requests should be submitted by the Department Chair/Program Director to the Program Area Dean, who will consult with the Provost and VCAA before the request is approved.

#### **3.1.4.1.3 Independent and Special Topics Courses**

When in the judgment of the Department Chair/Program Director there is a curricular or student need coupled with available faculty expertise, Special Topics Courses may be part of a program's set of scheduled courses. When scheduled, these courses are part of a faculty member's normal teaching load. Ordinarily, a special topics course which is offered for more than two consecutive years is to be considered for inclusion in the list of regular courses found in the catalog.

Faculty members are free to assume the responsibility, with the approval of the Chair, of teaching an "Independent Course" to a student in order to meet an academic need of that student which cannot be met through the regular schedule of courses. The instructor must complete an "Independent Study Course Form" which includes course objectives, assignments and due dates, weekly meeting times, and other course information, consistent with UNC Board of Governors Policy 700.6.1[R]. The student must register for the course in the usual manner during registration. While independent study courses are not part of a faculty member's regular teaching load, a faculty member who consistently offers independent study courses without sacrifice of quality teaching and other professional duties may expect recognition for these efforts by his/her chair. No member of the faculty may teach more than two independent study courses per semester, independent of undergraduate research supervision, without prior approval of the Department Chair/Program Director and the appropriate Program Area Dean.

#### **3.1.4.1.4 Faculty Reassigned Time Policy ([SD7416S](#)) ([SD2114F](#)) ([SD2799S](#))**

Full-time faculty members may request Reassigned Time which reduces their full-time teaching responsibility (as defined in 3.1.4.1.1) for activities which benefit UNC Asheville's distinctive mission. Responsibilities for which Reassigned Time may be granted include activities above and beyond usual expectations of faculty members such as, but not limited to:

- Course/curriculum development
- Accreditation/program review
- Heavy load - academic advising
- Compensation for prior overloads in teaching or mentoring of undergraduate research
- Academic administration/academic leadership assignments
- Externally-funded research (Course buyouts from grants or other sources)
- Institutional service
- Service to the public/community or the profession
- Significant support of undergraduate research students or Community Engaged Scholars
- Interning in the Humanities program
- Other activity in support of UNC Asheville's mission

The Chair of the Faculty Senate is granted 6-8 contact hours per academic year (one course per semester); other members of the Senate Executive Committee will receive 3-4 contact hours per academic year (one course per year).

#### Requesting and Allocating Reassigned Time

Individual faculty requests for reassigned time for the above purposes will ordinarily be made by February 15 of the prior academic year by the Department Chair/Program Director to the Program Area Dean, who will consult with the Provost and VCAA before approving such requests. It is preferable for reassigned time to be taken in the spring semester of the academic year. The Provost has discretion to determine when reassigned time is granted for any of the above purposes.

Chairs are also teacher-scholar members of the faculty, and may request reassigned time on an equal footing for purposes such as professional development for enhanced teaching effectiveness, scholarship and scholarly or creative activity, and others as described above. These requests will be made to the Provost and VCAA prior to planning the schedule. The Provost and VCAA is responsible for a judicious, equitable allocation of reassigned time to Chairs and Program Directors on behalf of UNC Asheville's mission.

#### Accountability for Reassigned Time

### 3.0 FACULTY RIGHTS, RESPONSIBILITIES AND EVALUATIONS

Faculty members who receive reassigned time will record the assignment and will report on the results of the assignment in their Annual Faculty Records. The productive use of this reassigned time will be a factor considered by Chairs and Deans in the annual evaluation of faculty members who have received it.

Similarly, Chairs who receive reassigned time for purposes other than the administrative duties of their position will report on the results of the assignment in their Annual Faculty Records. The productive use of this reassigned time will be a factor considered by Deans and the Provost and VCAA in their annual evaluation of Chairs.

#### **3.1.4.1.5 Reassigned Time for Department Chairs/Program Directors** (Academic Affairs policy, distributed to Chairs/Directors on 12/7/98, revised October 2014, April 30, 2020 [[SD5720S](#)])

Compensation of faculty and allocation of reassigned time is the purview of the Provost. Below are the recommendations of the Faculty Senate on factors to consider when establishing reassigned time for Department Chairs/Program Directors.

Academic Department Chairs are eligible for reassigned time based on the number of full-time faculty they supervise, the number of part-time faculty they supervise, the number of students in the major and minor, and other factors that may impact workload for the Department Chair.

Directors of university programs may be eligible for reassigned time based on the complexity of the position. Program directors will work with the Provost and VCAA, in consultation with FWDC, to agree on a fair and equitable amount of reassigned time for the role.

Additional reassigned time may be awarded by the Provost to Chairs or Directors according to the following criteria:

- Complexity of program
- Cocurricular demands
- Coordination required, including supervision of staff
- Number of faculty and students involved

#### **3.1.4.1.6 Teaching Opportunities**

UNC Asheville faculty are encouraged to engage in team teaching, to teach outside their own disciplines and to cross-list courses appropriate to more than one academic area. Faculty interested in pursuing these activities should discuss their plan with their Department Chair/Program Director and other affected Department Chairs/Program Directors.

#### **3.1.4.2 Office Hours**

Faculty are expected to post and maintain regularly scheduled office hours for purposes of advising students and offering assistance to students enrolled in their classes. Office hours should be scheduled to allow access to instructors and advisors at times convenient to students. Course syllabi should also list regularly scheduled office hours.

#### **3.1.4.3 Meeting Classes**

##### **3.1.4.3.1 Faculty meeting regularly scheduled classes**

Faculty meeting regularly scheduled classes is to receive the highest priority in terms of faculty activity. Effective quality teaching is first priority for faculty at UNC Asheville. However, there are times when faculty must miss class, e.g., attendance at professional meetings, illness, and personal considerations such as weddings or funerals for members of immediate family. For the policy on extended absence, see Section [4.2.1.2](#) (Family and Medical Leave policy).

On their syllabi, faculty are expected to include information about course assignments in cases when they cannot meet their classes. In every instance Faculty are to notify their Department Chair and/or Program Director when they cannot meet their classes, and to indicate what assignments are to be followed during that absence.

##### **3.1.4.3.2 Class Cancellations Due to Inclement Weather**

While the presumption is that all classes will be taught during inclement weather, on occasion severe weather conditions may make it unusually dangerous or physically impossible for faculty and students to get to campus. The Provost and VCAA is charged with making the judgment about canceling classes under these conditions.

Each individual student, in the event that classes are not cancelled, must assume the personal responsibility of deciding to go to class or not when local road conditions appear too hazardous. In such cases students should inform their instructors as soon as practicable.

Each faculty member should include in any class attendance policy a provision for the fair treatment of students who cannot reasonably be expected to attend class, especially in cases involving scheduled exams or due dates for papers.

The decision to delay, cancel, or hold classes is made by the Provost and VCAA after consultation with Campus Operations and Public Safety following the evaluation of campus and local area road conditions and forecasts. When possible, the decision should be made by 5:30 a.m. to enable notification in time for all to plan for the day appropriately. Faculty may receive the latest information from local media, at the UNC Asheville website, or on the Adverse Weather and Emergency Line (828-259-3050).

An Instructor may schedule additional class meetings with attendance required if weather conditions have forced cancellation of the equivalent of one full week of class meetings.

#### **3.1.4.3.3 Snow/Late Start Schedule**

As an alternative to the cancellation of classes, UNC Asheville may implement its snow/late start schedule. The inclement weather policy is posted at: <https://registrar.unca.edu/inclement-weather-policy>

#### **3.1.4.3.4 Students Attending Class**

Students are responsible for regular class attendance. Faculty members are responsible for reporting to the student's advisor any student whose repeated absence from class is impairing the student's work. Any faculty member who has a particular attendance policy for his or her classes is to state that policy in the course syllabus.

Students failing to attend the first session of class may be administratively dropped by the instructor; however, this is at the discretion of the instructor. ([SD2811S](#))

Religious Observances: It should be noted that a student who misses a test or deadline due to a religious observance must be allowed to make up the test or other work if the student informs the instructor at least seven days prior to the event. Legal counsel of the University system advises that to ask for proof of religious affiliation or to refuse this may be a violation of the prohibition against religious discrimination. ([SD0510F](#))

Students who miss class to travel on university-sanctioned business are given excused absences for the class time missed. Occasional absences of this kind will have no punitive impact on their grades. It is the student's responsibility to inform the instructor of the travel plans at least one week prior to the sanctioned absence, and to make up all work missed within a specified time period, as agreed to by instructor and student. However, significant absences may affect academic performance and grades. ([SD2002S](#))

#### **3.1.4.4 Approval of Candidates for Degrees ([SD0613F](#))**

At the end of the fall semester, the spring semester, and the summer session, the names of the candidates for graduation and honors are presented to the faculty for approval. If approval is not sought at a faculty meeting, the provost will report to the faculty the results of the vote.

#### **3.1.4.5 Advising**

Each faculty member is expected to be an academic advisor to students, including both declared majors and undeclared students. The Department Chair is responsible for assigning majors to faculty in that department. Faculty should meet with advisees at least once per semester to assist them in planning their schedules and to provide other academic assistance.

#### **3.1.5 Patent and Copyright Procedures (see [Section 9.4](#))**

#### **3.1.6 Political Activities of University Employees (see [Section 13.2.5](#))**

### **3.2 Other Employment Opportunities**

#### **3.2.1 Employment Opportunities in Special Programs**

Centers such as Special Academic Programs and the North Carolina Center for Creative Retirement provide additional opportunities for faculty employment. Formal involvement in such programs during periods when the faculty member has instructional responsibility for his/her department requires the department chair's approval. The conditions of employment, salary, responsibilities, and time requirements are specified by the Center or Program Director consistent with Center or Program policy.

#### **3.2.2 Faculty Exchanges (see [Section 4.1.2](#))**

#### **3.2.3 Summer Programs Abroad**

Certain study abroad programs also provide opportunities for faculty employment, usually during the summer term. Contact the Provost and VCAA or the Director of Study Abroad for more information.

### 3.2.4 Summer School Employment

Opportunities to teach during the summer session are subject to program needs, student enrollment and Chair/program director approval. Academic Affairs works with each department and/or program to assess student needs for the summer curriculum and develops a schedule of summer courses accordingly. As a general rule a faculty member may request to teach up to two courses during the summer. There is no requirement that faculty teach during the summer, nor can teaching during the summer substitute for teaching responsibilities of the regular academic year. A salary schedule for summer teaching may be obtained from the Office of Academic Affairs. Salary checks are issued during the regular payroll cycle and are subject to withholding for social security, state and federal income taxes, and retirement.

### 3.3 Evaluation of Faculty Members

#### 3.3.1 Types of Evaluations

Faculty evaluation is conducted for:

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a) Formative purposes (to assist in the professional development of the individual non-tenured faculty member through assessment, feedback, and dialogue with faculty peers or professionals.)

1. Post-tenure review (see [Section 3.7](#)).
2. Narrative evaluation of performance by the Department Chair and the Dean during annual evaluation (see [Section 3.4](#)).
3. Other formative evaluations may be initiated by the faculty member (possibly encouraged by the department chair or dean.) Faculty members are encouraged to seek formative evaluation from faculty peers within and outside their departments and from the Center for Teaching and Learning. These evaluations are not used in personnel decisions.

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b) Summative purposes (to contribute to professional, efficient, and appropriate personnel decisions)

1. Annual performance review and awarding of salary increases for merit (see [Section 3.4](#)),
2. Personnel decisions (i.e., reappointment, tenure and promotion.) (See [Section 3.5](#)).

#### 3.3.2 Philosophy behind Evaluation of Faculty Members

##### 3.3.2.1 Objectives of Evaluation

There are two basic objectives in all faculty evaluations and reviews at UNC Asheville:

- a. To assist in the professional development of the individual faculty member through assessment, feedback, and dialogue with reviewers.
- b. To contribute to professional, efficient, and appropriate personnel decisions.

In all evaluations the highest priority is to measure, improve and reward teaching effectiveness.

General considerations that govern faculty personnel actions are delineated in the [Tenure Policies and Regulations](#), Section III, A. (See [Section 14.2](#)). For policies related to specific issues see:

Tenure, Notice, and Reappointment (III-B)

Faculty Ranks (III-C)

Initiation, Review, and Approval of Promotion and Reappointment decisions (III-D)

Resignations (III-E)

Leave of Absence During Probationary Terms (III-F)

Terms and Conditions of Appointment (III-G)

Continued Availability of Special Funding (III-H)

Provisions for Less than Full-Time Employment (III-I)

Nonreappointment of Faculty Members on Probationary Term Appointments (III-J)

All faculty are strongly advised and encouraged to become familiar with the Tenure Policies and Regulations of the institution.

### 3.3.2.2 Important Considerations in Personnel Evaluations (SD0513F) (SD5820S)

[Section 602\(4\)](#) of The [Code](#) of the Board of Governors states (see [Section 13.1.1](#)) that in personnel decisions such as appointment, reappointment, tenure and promotion, consideration should be given "to at least the following: the faculty members demonstrated professional competence, his or her potential for future contributions and institutional needs and resources." In addition, [UNC Asheville Tenure Policy and Regulations](#) (see [Section 14.2](#)) indicates that reappointment "may be based on any factor considered relevant to the total institutional interests." Possession of the appropriate degree and demonstrated excellence in teaching are assumed to be prerequisite to any positive recommendation. Additionally, the candidacy should be supported by evidence of vigorous and effective activity in the other categories below.

- a. The candidate possesses the degrees and experience appropriate to the position.

The terminal degree, the Ph.D. except in certain professionally acknowledged areas, is required for employment or promotion to the professional ranks and is necessary for tenured positions. Exceptions to this may be made only in extraordinary circumstances. Demonstrated progress toward the attainment of the appropriate degree is expected of non-tenured candidates who were initially hired with a Master's degree. The areas of specialization must be consonant with departmental needs.

- b. The candidate has demonstrated excellence in teaching.

Consideration shall be given to such matters as knowledge of subject matter, effectiveness of course design, clarity of thought and expression, maintenance of fair and appropriate standards, ability to arouse and maintain interest, rapport with students, availability to students, and ability to direct research and non-traditional learning activities, upholding the University's core values of

- diversity and inclusion with an equitable and inclusive learning environment, and application of various pedagogical tools used to optimize teaching and learning for all,
- innovation,
- sustainability.

- c. The candidate is active as a scholar and professional person.

Consideration shall be given to such matters as currency of knowledge in the field, intellectual breadth, scholarly research and publication, creative accomplishments if relevant to the field, activity within professional organizations, and any evidence of recognition of accomplishment by the profession. Evidence suggesting future growth or continued accomplishment in these areas is considered significant. Expectations surrounding quantity of scholarship and scholarly or creative productivity will be based on teaching workloads, which are impacted by overall credit loads, class sizes, number of advisees, undergraduate research students, independent studies, as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas, among other things.

- d. The candidate contributes effectively to the development of the academic programs of the department and the institution.

Consideration shall be given to such matters as flexibility and range of competence in relation to the present and foreseen needs of the department, involvement in program design and evaluation, contribution to administrative functions within the department, development of student activities, academic advising, and contributions to academic programs outside the department. Effective working relationships with colleagues and university staff is considered an important contribution to the department and the institution.

Demonstrated commitment to the core university values of

- Diversity and inclusion,
- innovation,

- sustainability.

e. The candidate is active and effective in extra-curricular service to the institution.

Consideration will be given to the amount and quality of work done in committees, in administrative tasks, in developing the University's off-campus relationships, in procuring grants, and such matters. Expectations surrounding quantity of extra-curricular service to the institution will be based on teaching workloads, which are impacted by overall credit loads, class sizes, number of advisees, undergraduate research students, independent studies, as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas, among other things.

f. The candidate is active in community affairs, especially those relevant to his or her professional competence or to the well-being of the University.

Consideration will be given to such activities as presentations to public or organizational audiences, involvement with the local schools, and media appearances in a professional capacity. Community activities unrelated to professional standing are of course encouraged but receive less weight in the evaluation process. Expectations surrounding quantity of activity in community affairs will be based on teaching workloads, which are impacted by overall credit loads, class sizes, number of advisees, undergraduate research students, independent studies, as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas, among other things.

g. Institutional and Departmental Need

Basic to all personnel decisions, indicated by such factors as financial resources, program requirements, changing patterns of student demand for courses and faculty resources.

h. Special Departmental Criteria

Departments and programs with faculty appointments will develop specific criteria and/or values peculiar to a discipline which, upon written approval of the Provost and VCAA, will be considered in evaluating faculty members. This Values Document will be created by each Department or Program from within their discipline. This list can explain what the department or program places importance on, but must align with the Universities' values for reappointment, tenure, and promotion, including the core university values of diversity and inclusion, innovation, and sustainability. The document will contain the standards by which a candidate will be evaluated for reappointment, tenure, and promotion within their discipline. This list will be shared with any candidate at the time of their hiring. It will also be sent to Academic Affairs which will share the document with the Committee of Tenured Faculty and the Post Tenure Review Committee when a candidate from that Department or Program comes up for review. Academic deans and the Provost may also consult this document as they fulfill their responsibilities for all types of faculty evaluation.

### 3.3.3 Criteria in Evaluations

The criteria below are stated in a broadly-defined sequence of priority, with recognition that the "mix" for any individual may vary. These criteria apply to all summative faculty evaluations (i.e., annual, reappointment, tenure and promotion) and post-tenure review. Community engagement, defined in 3.1 as "a collaborative and reciprocal integration of teaching, service, or scholarship and scholarly or creative activity with community partners that not only meets professional responsibilities, but also serves a public purpose," is not a separate area of faculty activity but is valued by UNC Asheville.

#### 3.3.3.1 Teaching

The faculty member is expected to show clear, positive evidence of effective teaching. This is the primary and constant consideration in all personnel decisions. Effective teaching has multiple dimensions such as:

- Instructional delivery skills (including use of technology and effective pedagogies)
- Instructional design skills (including innovative methods, preparation of assignments and exams, respect for different learning styles)
- Course management (communication of goals and expectations, rapport with students, availability to students, effective use of class time)

Content expertise (specific course knowledge)

- Student achievement (stimulates student learning, helps students make connections both within the course and across courses, builds student skills in critical thinking, oral or written communication)

Because no one source can provide adequate insight into all these dimensions, effective teaching is best measured by gathering information from all sources involved in the teaching process. Therefore, evaluation of teaching effectiveness must include inputs from students, other faculty peers, and the faculty member's Department Chair. In addition, self reflection on the part of the faculty member is an essential part of teaching evaluation.

The role of the Chair and self evaluations are discussed in [sections 3.4](#) (Annual Evaluation of Faculty), [3.5.4](#) (Procedure for Evaluating Faculty Members for Reappointment, Tenure and Promotion) and [3.7.2](#) (Procedures for Evaluation – Post Tenure Review). Student and peer evaluations of teaching are discussed below.

#### **3.3.3.1.1 Student Feedback on Instruction ([SD0308F](#)) ([SD1482F](#)) ([SD0308F](#)) ([SD8209S](#)) ([SD3010S](#)) ([SD2419S](#))**

The following guidelines apply to the collection of student feedback on instruction:

1. Requests for student feedback are to be administered electronically, facilitated by the Office of Institutional Research, Effectiveness, and Planning. Emails with a link to the electronic Student Feedback on Instruction (SFI) instrument will be sent to students toward the end of the term to insure that students have the maximum amount of information and experience upon which to base their judgments. To encourage higher response rates, faculty members are encouraged to set aside class time for students to provide feedback.
2. Student feedback will be gathered on all courses taught by full-time and part-time faculty members each semester of the regular academic year and during the summer. Laboratory components of courses taught by the same instructor may be evaluated separately from the lecture component only at the request of the Department Chair, who should provide justification for separating the laboratory component to the appropriate Dean, who will provide a list of these lab components to IREP no later than one month after the beginning of the semester. When the laboratory component is taught by a different instructor, the laboratory component will always be evaluated separately from the lecture component.
3. For purposes of gathering feedback, cross-listed or stacked courses, which meet at the same time, in the same location, with the same instructor, will be treated as a single course.
4. The SFI instrument will not be administered in any 499 course (undergraduate research) or similar course which consists purely of mentoring of undergraduate research. The appropriate Dean will share a list of these courses with IREP no later than one month after the beginning of the semester. This provision does not apply to senior research seminars.
5. To protect student anonymity, student feedback will not be gathered on classes with less than 6 students
6. The SFI form used must be reviewed periodically by the FWDC in consultation with the Center for Teaching and Learning and endorsed by the Faculty Senate before use.

Individual faculty will have the option to add additional questions to the SFI instrument that they deem appropriate. The following guidelines apply to the use of student feedback:

1. Data collected from classes of fewer than 10 students have been found to be less statistically reliable than larger class sizes of at least 10-15 students. Although data from classes of 6 students or more will be collected and reported, data from classes with fewer than 10 students should be used cautiously.
2. All quantitative data collected and reported shall be available to the faculty member, the department chair or program director and the Dean.

In addition to the University wide administered SFI instrument, departments/programs or individual faculty may wish to develop and administer their own instruments (for example in mid-semester) for formative purposes.

#### **3.3.3.1.2 Peer Review of Teaching ([SD6315S](#)) ([SD1413F](#))**

Peer review of teaching is an essential component of faculty evaluation. It contributes to evidence of teaching effectiveness through the observations of peers with an understanding of effective pedagogy and complements student ratings of instruction. All untenured full-time faculty members should be peer reviewed at least once per academic year; tenured full-time faculty members should be peer reviewed at least once every other academic year. This required peer review should be conducted by a tenured faculty member in the same academic department or program area. Additional peer reviews may be conducted by any member of the faculty. Peer reviews should be submitted to both the faculty member and the Department Chair or Program Director who will incorporate the peer review into their annual evaluation and into any documents required for personnel review; peer reviews of Department Chairs should be submitted to both the Department Chair and to the appropriate Program Area Dean (see [section 3.4](#)). Peer reviews should be conducted according to the following guidelines.

1. Peer reviews of teaching should incorporate both evaluation of course materials and classroom observation. Reviewers should set up a pre-review conference to request relevant course materials and schedule a classroom observation. The reviewer and faculty member should discuss the plan and objectives of the class to be observed and the guidelines that will be used for the review. Reviewers should also meet with faculty members after the review of materials and classroom observation have been completed to provide prompt feedback and a copy of the resulting evaluation. Peer reviews should be retained in department files.
2. Evaluation of course materials may include examination of course syllabi, reading assignments, course management system pages, handouts, project guidelines, tests, rubrics, or instructor feedback on student work. If the faculty member maintains a teaching portfolio, portions relevant to the course being evaluated may be submitted. Such materials can provide valuable information about a faculty member's teaching philosophy, expertise, dedication, and creativity.
3. In the effort to enhance the reliability of classroom observations, reviewers should make use of standardized rating forms or checklists in their evaluations. Such forms should be adopted by departments in accordance with their disciplinary goals and accepted teaching practices. In selecting or adapting rating criteria, departments and program areas are encouraged to consult the Center for Teaching and Learning for relevant resources.
4. Faculty who teach regularly or substantially outside of their home departments (e.g., in humanities or arts) may opt for peer review in these areas instead of one within their departments. Peer review in this case should follow the procedures of the relevant department or program area.
5. Where possible over the course of a faculty member's career, peer reviews should be rotated among multiple observers, including observers outside their department. In addition, a range of classes taught by the faculty member should be observed.
6. Departments are encouraged to expand peer review activities beyond the aforementioned summative review procedures, incorporating formative peer review opportunities as a regular practice. Such experiences may be helpful for junior faculty, faculty teaching new courses, or faculty experimenting with new pedagogies.

#### **3.3.3.2 Scholarship and Scholarly or Creative Activity (SD5820S)**

The faculty member should demonstrate continued efforts toward professional development. This can take the form of contributions to one's academic field or interdisciplinary work through scholarship and scholarly or creative activity as those are defined above in 3.1. At minimum it requires demonstrated effort at professional self-development through teaching improvement and keeping abreast of the state of the art in one's field, although the sustained absence of any scholarly or creative product will jeopardize the success of a candidate's application for tenure. However, expectations surrounding scholarship and scholarly or creative productivity will be based on teaching workloads, which are impacted by overall credit loads, class sizes, number of advisees, undergraduate research students, independent studies, as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas, among other things.

The distinction between scholarship and scholarly or creative activity applies to both traditional work and that which engages the community (defined in 3.3.3 above).

#### **3.3.3.3 Service (SD8718S) (SD5820S)**

Shared Governance is founded on the cornerstone principles of partnership, respect, accountability and ownership. These principles meet at the point of service to the University. Because of the university's commitment to shared governance, and due to our size, more involvement in university service is expected from all tenure-track and tenured faculty at UNC Asheville than at other universities. Lecturers are not expected to provide service, but it is meritorious if they do. Service needs and opportunities will vary with program requirements, allocations of financial and personnel resources, changing patterns of student demand, etc. Therefore, the priority of this consideration varies from program to program. Three types of faculty service are considered:

1. To the department: Contributions to program and curricular development and evaluation, contributions to administrative functions within the department and in the rest of the university, effective service on committees, etc., are considered here. Availability and effectiveness of student advising is an essential part of service. Effective working relationships with colleagues and staff, characterized by collegiality and respect, are important elements in this same category.
2. To the university: Initiative and demonstrated readiness to serve the academic community is especially important in a small institution. Service in both elected and appointed functions are considered here. Availability and effectiveness in student advising outside of the department, e.g., to LSIC students, is a part of service to the university. Expectations surrounding quantity of service to the university will be based on teaching workloads, which are impacted by overall credit loads, class sizes, number of advisees, undergraduate research students, independent studies, as well as participation in diversity intensive courses, service-learning

courses, and Arts & Ideas, among other things. Expectations surrounding quantity of service to the community will be based on teaching workloads, which are impacted by overall credit loads, class sizes, number of advisees, undergraduate research students, independent studies, as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas, among other things.

3. To the community: Service to the community, especially that which is relevant to one's professional competence, flows from the nature of a publicly-supported university. Consideration is given to memberships on boards, presentations to various community groups, involvement with local schools, media presentations and any of a wide range of activities through which faculty members contribute to the community. Publicly engaged service is that which responds to societal needs, enhances public good, or improves the wellbeing of people outside of the UNCA campus community via collaboration with communities and/or the people living in them. Expectations surrounding quantity of service to the community will be based on teaching workloads, which are impacted by overall credit loads, class sizes, number of advisees, undergraduate research students, independent studies, as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas, among other things.

#### **3.3.4 Reappointment of Department Chairs**

During the final semester of the Chair's appointment, or whenever the Provost and VCAA deems it necessary, he or she will initiate the evaluation process by asking the appropriate Dean to solicit evaluations from the departmental faculty and staff. The completed evaluations are confidential and will not be shown to the Chair. The process of evaluation will include the opportunity for faculty to suggest alternative nominees or to self-nominate.

After reviewing all the above responses the Dean may feel the need for further clarification and information. In such a case Dean may ask to meet with individual department members, or with all members collectively if he or she feels it would be more helpful.

The Dean will review and analyze the information conveyed, taking note of salient strengths, weaknesses, or problems of the department or the Chair, and also taking note of differences of opinion among the respondents. The Dean will summarize this information in written form and provide his or her recommendation to the Provost and VCAA. At his or her discretion the Provost and VCAA may then consult other administrators, staff, or faculty with whom the Chair interacts.

The Dean and the Provost and VCAA will meet with the Chair to convey the summary of these evaluations, sharing the strengths and weaknesses of the Chair's performance and of any problems which need to be addressed, as well as any issues which need to be considered by the department as a whole. This summary will be discussed with the Chair who may, if he or she wishes, reply in writing. If the Chair has expressed an interest in being reappointed as Chair, the Provost and VCAA will then notify the Chair of his or her decision to reappoint or not to reappoint.

In instances in which the Chair is reappointed, but where sufficient serious problems appear, evaluations should be conducted each year until the problem has been resolved.

(Revised by Academic Affairs April 2015)

#### **3.3.5 Reappointment of Program Directors**

Program Directors typically are appointed for three year terms and are evaluated in much the same way as Department Chairs. Faculty teaching in the program and other persons knowledgeable about the program (e.g., members of advisory committees) are asked to complete evaluations and submit them to the Provost and VCAA. Subsequently steps c-i for Evaluation of Departmental Chairs are followed (see [Section 3.3.4](#)).

### **3.4 Annual Evaluation of Faculty**

#### **3.4.1 Purpose ([SD1914F](#)) ([SD3404S](#))**

All full-time faculty members participate in an annual evaluation that has both formative and summative functions. Department chairs provide feedback on each faculty member's accomplishments, rate each individual on teaching, scholarship and scholarly or creative activity, and service and make recommendations regarding salary increases (i.e., merit raises, salary equity adjustments). Annual evaluations are reviewed by the Program Area Dean who makes the final evaluation and salary recommendation. For Department Chairs, Program Area Deans make recommendations to the Provost, who makes the final evaluation and salary recommendation. These annual evaluations become part of each faculty member's personnel file and are considered in all personnel reviews. If applicable, the annual goals should correspond to annual milestones and other elements of the five-year plans developed by tenured faculty members.

#### **3.4.2 Procedure** (revised by Provost and VCAA, Spring 2011)

For the purpose of this section, the words "Department Chair" and "Chair" refer to any faculty member who directly evaluates faculty

for merit, reappointment, tenure or promotion.

1 a. By the Friday following Commencement, each continuing faculty member submits a completed Faculty Record and supporting materials to his/her Department Chair covering activities from the previous fall and spring semesters.

b. By the Friday following Commencement, Department Chairs will submit their Faculty Record and supporting materials to their Program Area Dean.

2 a. The Department Chair reviews the Record along with student evaluation rating data, summaries of student comments, peer reviews of the faculty member's teaching and whatever other materials the faculty member chooses to submit. Informal anonymous sources should not be consulted. Note: Faculty teaching outside the department (e.g. in Humanities) should request that student/peer evaluation information be forwarded to the Department Chair.

b. For the review of the Department Chair, the Dean reviews the Record along with student evaluation rating data, summaries of student comments, peer reviews of the chair's member's teaching and whatever other materials the chair chooses to submit. Informal anonymous sources should not be consulted. Note: Chairs teaching outside the department (e.g. in Humanities) should request that student/peer evaluation information be forwarded to the Dean.

3 a. By June 15, after reviewing the materials for the faculty member, the Chair completes an evaluation form including a narrative discussion of the faculty member's activities and rating scales on teaching, scholarship and scholarly or creative activity, and service. The Chair also makes a recommendation regarding a salary increase including a rationale when required (e.g. high level of merit).

b. By June 15, after reviewing the materials for the Department Chair, the Dean completes an evaluation form including a narrative discussion of the Chair's activities and rating scales on teaching, scholarship and scholarly or creative activity, and service. The Dean also makes a recommendation regarding a salary increase including a rationale when required (e.g. high level of merit).

4 a. The faculty member reviews the Chair's evaluation/recommendation and signs a statement to this effect (which does not imply endorsement of the Chair's evaluation). The faculty member has the right to discuss the evaluation with the Chair prior to signing it for submission to the appropriate Dean.

b. The Department Chair reviews the Dean's evaluation/recommendation and signs a statement to this effect (which does not imply endorsement of the Dean's evaluation). The Chair has the right to discuss the evaluation with the Dean prior to signing it for submission to the Provost and VCAA.

5 a. The Faculty Record, with Chair's Evaluation, is submitted to the appropriate Dean. For Program Directors, this should be the Dean who oversees the program rather than the Dean who oversees the home department. The faculty member has the right to submit a written appeal of the Chair's Evaluation to the Dean or to request a meeting to discuss it. By September 15, after reviewing the documents, results of student evaluations, and any other pertinent information, the Dean determines both the final evaluation and salary recommendation and reports it, with written explanation, to the faculty member and the Chair. Within ten days, the faculty member may submit a written appeal to the Provost and VCAA for reconsideration of the final evaluation. The entire process is to be completed no later than October 1.

b. By June 15, the Faculty Record, with Dean's Evaluation, is submitted to the Provost and VCAA. The chair has the right to submit a written appeal of the Dean's Evaluation to the Provost or to request a meeting to discuss it. By September 15, after reviewing the documents, results of student evaluations, and any other pertinent information, the Provost and VCAA determines both the final evaluation and salary recommendation and reports it, with written explanation, to the Chair. Within ten days, the Chair may submit a written appeal to the Provost and VCAA for reconsideration of the final evaluation. The entire process is to be completed no later than October 1.

#### **[3.4.3 Merit Evaluation Categories \(SD5920S SD9018S SD5713S SD2412S\)](#)**

Each category of faculty activity is evaluated relative to minimum expectations, as defined in [Section 3.3.3](#). The rating of exceeds expectations is awarded to those whose accomplishments clearly surpass those minimum expectations.

The following categories will be used in evaluating the work of faculty members in annual evaluation:

**Improvement Plan Needed:** This category is for faculty members who fall well below the minimum expectations in either teaching, service, or scholarship/scholarly or creative activity as defined in [Section 3.3.3](#). Faculty members in this category are not eligible for merit-based salary increases.

**Some Attention Needed:** This category is for faculty members who are slightly below meeting minimum expectations in teaching, service, or scholarship/scholarly or creative activity as defined in [Section 3.3.3](#).

**Meets Expectations:** This category is for faculty members who are meeting minimum expectations in teaching, service, and scholarship/scholarly or creative activity as defined in [Section 3.3.3](#).

**Exceeds Expectations:** This category is for faculty members who exceed expectations in teaching, service, or scholarship/scholarly or creative activity while meeting expectations in the other category.

A faculty member with Professional Development Leave, an endowed Professorship, or any other assignment which removes them from any teaching responsibilities will be expected to have correspondingly greater accomplishments in scholarship and scholarly or creative activity and/or service to compensate for a lighter teaching load.

#### **[3.4.4 Annual Evaluation of Chairs and Program Directors \(SD2512S\)](#)**

1) By May 1, each department chair/program director (CPD) completes an Annual Administrative Review, developed by Academic Affairs. This form allows CPDs to report their work in this capacity beyond routine tasks, including curriculum review and revision, faculty/staff searches, department initiatives, and community projects. The form is submitted to the Dean who is responsible for that department or program.

2) By May 15, the Dean completes an evaluation of the performance of the CPD with both qualitative descriptors and a narrative evaluation. The Annual Administrative Review, with Dean's evaluation, is attached to the Faculty Record of the CPD before it is submitted according to the procedures outlined in [Section 3.4.2](#) and is incorporated into the annual evaluation of that faculty member by being evaluated as a separate category in addition to teaching, scholarship and scholarly or creative activity, and service.

3) This administrative evaluation is incorporated in the determination of the merit evaluation of the CPD's work as a faculty member as defined in [Section 3.4.3](#).

### **3.5 Policies and Procedures Governing Reappointment, Tenure and Promotion**

The following sections apply specifically to institutional reviews of faculty for the purposes of awarding reappointment, tenure or promotion.

#### **3.5.1 Institutional Policies on Personnel Decisions**

It is important for faculty to become familiar with the information in the following documents regarding personnel decisions:

- [The Code of the UNC Board of Governors](#)
- The UNC Asheville Tenure Policies and Regulations (see [Section 14.2](#)).
- Departmental Values Document.

Key information from these documents is summarized in a section of this Handbook titled "Important considerations in personnel decisions" (see [Section 3.3.2.2](#)).

#### **3.5.2 Policy on Granting of Rank and Tenure to Administrators** (Board of Trustees adopted 1/18/79)

An administrator is defined as anyone whose administrative functions amount to more than fifty percent of his or her assignment load, as long as he or she is on a yearly contract of at least nine-months. Because of the special nature of their positions, librarians are exempt from the provisions of this policy.

1. Tenured faculty members of the institution retain their rank and tenure when receiving an administrative appointment. They are eligible for promotion in academic rank while serving in an administrative position. The same standards for promotion apply to all candidates.
2. When the Chancellor, the Provost and VCAA or a Dean is hired from outside the institution, he or she may be reviewed for a faculty position, rank, and tenure during the hiring process. With the exception of the Chancellor and the Provost and VCAA, such individuals must receive the approval and recommendation of the appropriate department before rank is granted. Unless tenure has been granted, conferral of faculty rank does not, however, guarantee the right to assume a faculty position in the department upon conclusion of the administrative appointment.

#### **3.5.3 Guidelines for Awarding of Reappointment, Tenure and Promotion for Faculty**

(amended by [SD1092S](#)) ([SD3701S](#)) ([SD0102F](#)) ([SD0202F](#)) ([SD1003F](#)) ([SD10316S](#)) ([SD2821S](#)))

### 3.0 FACULTY RIGHTS, RESPONSIBILITIES AND EVALUATIONS

The candidate for reappointment, tenure or promotion is to present to his or her chair a well-documented report of accomplishments in the categories described in [Section 3.5.4.3](#). The Department Chair will review and evaluate each faculty member's level of accomplishment accordingly, after appropriate consultation with the department, and shall make recommendation relative to reappointment, tenure, or promotion, or in the case of Lecturers and Senior Lecturers, recommendations for the issuance of a new contract. Such recommendations are carefully reviewed by the Committee of the Tenured Faculty (except for the granting of new contracts to Lecturers and Senior Lecturers) and by the Provost and VCAA. The following sections present guidelines for that review process in each evaluation category.

**Lecturer:** Lecturer contracts shall specify departmental expectations regarding teaching load, scholarship and scholarly or creative activity, and service responsibilities. The process for appointing Lecturers originates with the Department Chair, who submits a request to the appropriate Dean, except in the case of requests to promote a Lecturer to the rank of Senior Lecturer, described below. The Deans consult with the Provost on all other requests for lecturer contracts, both new positions and continuing positions, including new five-year contracts for Senior Lecturers. In considering all such requests, they shall take into account department instructional needs, the faculty member's performance (documented through observation and evaluation), and available university resources.

**Senior Lecturer:** The process for promoting a Lecturer to the rank of Senior Lecturer is the same as that for promotion to Associate Professor or Professor, described in 3.5.4 below. Only those continuing lecturers who have completed at least seven years as a fulltime faculty member (of any rank) are eligible. For promotion to Senior Lecturer, the faculty member must have a strong record of effective teaching and demonstrated noteworthy accomplishment, either in scholarship and scholarly or creative activity, or in service, which includes contributions both within and outside the department.

The promotion to senior lecturer process is considered separate from the lecturer contract renewal process. Department Chairs will still be required to submit contract renewal requests to the Non-Tenure-Track Position Committee for lecturers with expiring appointments, regardless of whether or not that lecturer is pursuing promotion to senior lecturer that year. If promotion to senior lecturer is later awarded, the senior lecturer appointment letter and terms will supersede any other existing contract.

**Instructor.** The rank of Instructor is viewed as both temporary and transitional. It is temporary in that it cannot be extended beyond two years. (However, the candidate can be offered a terminal one-year appointment.) It is transitional in that the faculty member is expected to acquire the terminal degree necessary for appointment at the Assistant Professor rank in a tenure-track position. As in all UNC Asheville positions, effective teaching is expected of instructors.

For all reappointment, tenure and promotion decisions, in cases where unusual amounts of service or teaching (e.g., more than 24 contact hours during spring and fall, more than three separate course preparations per semester, larger-than usual courses) are expected from a faculty member, the Committee of Tenured Faculty will take this into account.

**Assistant Professor.** Assistant Professors are appointed initially to a probationary term of four years, with a review of the faculty member in the third year. An unsuccessful review allows for the fourth year to serve as a grace year. After a successful review, a second probationary contract may be offered for a final four-year term, beginning in the academic year directly following the review. During the sixth year of the full probationary period, a promotion-with-tenure decision is made.

To become reappointed to a second probationary period as an Assistant Professor an individual must have a record of effective teaching, some scholarly or creative activity with clear potential for the successful production of scholarship as defined in [3.1](#), and effective service. A high level of effective service would be considered an asset but is not an expectation of all candidates at this level.

It is expected that an individual seeking promotion to Associate Professor with tenure will have a strong record of effective teaching, recognized accomplishment in scholarly/creative activity, and some level of service both within and outside the department (i.e., to the University or community).

**Associate Professor.** Tenure decisions are also made for individuals hired at the rank of Associate Professor. To be eligible for tenure at the rank of Associate Professor a candidate must have a record of excellent teaching, demonstrate a pattern of scholarship and scholarly or creative activity commensurate with departmental and university standards, and give evidence of commitment to the University through service both within and outside the department.

Promotion from Associate to Professor requires evidence of continued excellence in teaching and further growth and maturity in scholarship and scholarly or creative activity. A more significant level of service to the department and to the University or community is expected. While the evaluation will focus on accomplishments since promotion to Associate Professor, the candidate's whole career will be taken into consideration. Because promotion is based largely on accumulated accomplishment while in rank at UNC Asheville, time spent at the rank of Associate Professor will vary according to rate of achievement.

**Professor.** Tenure decisions are also made for individuals hired at the rank of Professor. An individual seeking tenure as a Professor must have a strong record of excellent teaching, continued accomplishment in scholarship and scholarly or creative activity, and evidence of commitment to the University through service both within and outside the department.

Extensions to probationary periods. Because reappointment and tenure decisions are governed by timetables, modifications to these timetables must be documented in writing. [Section III-F of the UNC Asheville Tenure Policies and Regulations](#) notes that a probationary faculty member who receives a one-year leave of absence also receives an automatic timetable extension of one year. A probationary faculty member who receives a one-semester leave of absence normally does not stop the tenure clock; however, the faculty member may request a one-year timetable extension from the Provost and VCAA. Written acknowledgement or authorization of the extension must be provided to the faculty member and to his or her department chair, and is retained in the faculty member's personnel file. See [Section 4.2](#) for descriptions of faculty leaves. A leave of absence due to maternity or primary-care duties (as prescribed by the Family Leave and Medical Act) automatically extends the probationary period by one year unless requested by the faculty member and authorized by the Provost and VCAA.

### **3.5.4 Procedure for Evaluating Faculty Members for Reappointment, Tenure and Promotion (SD3701S)**

#### **3.5.4.1 Summary of the Evaluation Procedure (SD5821S) (SD5921S) (SD6021S) (SD8918S) (SD2818S) (SD10316S) (SD10216S) (SD1914F) (SD5813S)**

1. This evaluation procedure is applied to all faculty members who are on at least a yearly nine-month contract and who are eligible for reappointment, tenure or promotion. The term "candidate" in subsequent items refers to the faculty member undergoing evaluation. The term "Chair" refers to the Department Chair or Program Director responsible for evaluating the candidate.

2. For faculty whose contracts begin in the fall, the evaluation process begins in Fall of the year of review. For faculty whose contracts begin in the spring the tenure clock begins the following academic year.

A. In the case of a contractually required review (i.e., a reappointment or tenure review), the Provost and VCAA begins the process by sending a notice of review to each candidate with a copy to the faculty's member's chair. The notice of review specifies the documents to be prepared and the timetable for the review process.

B. In the case of a requested review (i.e., an early tenure review or promotion to either Professor or Senior Lecturer), the candidate initiates the process, notifying Academic Affairs and his/her Department Chair in writing of the request for review by December

1. Faculty members are encouraged to meet with their Chairs to discuss the request and to consider the likelihood of Chair and Department support before pursuing the request. If the faculty member decides to pursue the request, he/she notifies the Provost and VCAA who then sends the candidate a notice of review as described above. Faculty members considering early tenure reviews or promotion reviews prior to the awarding of tenure should note that while a faculty member may request a review for tenure before the contractually specified time, a negative tenure decision in this case is equivalent to a decision to not reappoint the faculty member after completion of the current probationary term. Because a promotion implies tenure, a negative decision on a request for promotion from a non-tenured faculty member on the tenure-track has the same consequences; this provision does not apply to negative promotion decisions for candidates for the rank of Senior Lecturer.

3. Each faculty member under review prepares an evaluation file including a Candidate's Statement, a Fall semester Faculty Record and an up-to-date curriculum vitae of his/her professional career. (Information about the format and contents of the Candidate's Statement is available in [Section 3.5.4.3](#).) If the candidate desires, letters of recommendation from students and/or colleagues and samples of professional work may be collected for submission at this time. All materials must be submitted to the Chair by the deadline specified in the notice of review.

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 (available from Academic Affairs upon request), 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 that the faculty member has been a full-time member of the UNC Asheville faculty. For candidates for promotion to the rank of Professor or Senior Lecturer, 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.

In addition, personnel review letters (available from Academic Affairs upon request) are added to the file. For candidates for tenure, the Provost's letter granting reappointment (if applicable) is added to the file; for candidates for promotion to Full Professor, all personnel review letters since the granting of tenure are added: Provost's letters granting tenure, denying promotion, or responding to post-tenure review; Dean's post-tenure review letters; PTRC recommendation letters to the Dean/Provost; and if applicable, any PTR development plans.

5. In certain circumstances, this process is modified as described below to ensure a fair and comprehensive evaluation.

A. When the faculty member under review is a Chair or Program Director

When the faculty member under review serves as a department chair or program director, the Provost and VCAA, or designated program area Dean, in consultation with the faculty member being evaluated, will assign a tenured faculty member to serve in the role of Chair. The designated Chair will have a tenured faculty appointment outside the department (or program) and within the division (or divisions).

B. When the Department has fewer than three tenured faculty members

If the department has fewer than three tenured faculty members, the Chair will consult with faculty members outside the department chosen in consultation with the candidate and approved by the Provost and VCAA. No fewer than three tenured faculty members shall participate fully in the departmental review process. Faculty mentors from the New Faculty Mentoring Program (see section 4.1.7) may not be selected to act in this capacity. The following are faculty appropriate to consider for inclusion:

- 1) Tenured faculty members in Departments where the faculty member has taught courses.
- 2) Chairs or Program Directors in Departments where the faculty member has taught courses.
- 3) Tenured faculty members in other Departments who are familiar with the faculty member's work.

C. When the faculty member has taught courses outside the Department

When the faculty member has taught courses outside the Department, the Chair should request written evaluations of the faculty member's performance from the Chairs/Directors of those Departments/Programs. The Chair in his/her statement regarding the candidate's performance should address these evaluations.

D. When the faculty member has reassigned time for administrative duties

When the faculty member has reassigned time for administrative duties, the Chair will request a written evaluation of the faculty member's performance from the person who supervises these administrative activities. The Chair in his/her statement regarding the candidate's performance will address this evaluation.

E. When the Chair is untenured ([SD6205S](#))

If the Chair of the faculty member is untenured, the Provost and VCAA (or designated Dean) in consultation with the faculty member and his or her Chair will assign a tenured faculty member to serve in the role of Chair. The designated Chair should be a tenured faculty member appointed in the same division of the University or from a related department/program. The untenured Chair will be provided the opportunity to submit a letter of evaluation for the candidate's review dossier, and the candidate will have opportunity to respond to this letter.

F. When the faculty member has a joint appointment ([Faculty Handbook 2.6.2](#))

The Chair of the faculty member's primary department will be responsible for coordinating the departmental review and for composing the Chair/Director's Evaluation and Recommendation. The Chair of the second department will prepare an evaluation statement and recommendation which is made available to the candidate and added to the materials listed in (4) above. The Chair of the primary department must refer to this statement and recommendation in the Chair/Director's Evaluation and Recommendation.

G. When the faculty member is a member of the Committee of Tenured Faculty

Because Associate Professors are eligible to serve on the Committee of Tenured Faculty (CTF), it is possible members of the CTF to themselves apply for promotion to Professor during their term of service. A member of CTF who applies for promotion will resign from the committee before deliberation of any files begins and be replaced in accordance with [10.2.1.3](#) by the faculty member who was runner-up in the appropriate program area in the last faculty election.

6. After all tenured Department members have reviewed these materials, the Chair assembles these faculty for a vote on the candidate's reappointment, tenure or promotion request.

7. After consulting with the tenured Department members, and reviewing all materials in the evaluation file, the Chair writes an evaluation of the faculty member under review, including the vote of the assembled tenured Department members, and the date of that meeting, as well as the Chair's own recommendation regarding the faculty member. (Information about the format and contents of the Chair's Statement is available in [Section 3.5.4.4.](#))

8. The Chair must submit his/her statement to the faculty member at least 5 days prior to its submission to the Office of Academic Affairs and, if the faculty member so desires, meet with him/her to discuss the recommendation.

A. In all cases, the faculty member may write a supplementary statement including explanatory or clarifying information after reviewing the Chair's Statement. This supplementary statement should be sent to the Chair and included in the candidate's evaluation

file.

B. In cases where the Chair makes a negative recommendation, the UNC Asheville Tenure Policies and Regulations ([Section 14.2](#), III-D-1-b) delineate a specific procedure to be followed:

- 1) In addition to submitting the Chair's Statement to the candidate, the Chair simultaneously communicates the intention to issue a negative recommendation to the Provost and VCAA and the faculty member in a separate simple, unelaborated written statement.
- 2) Within 5 days of receipt of that notice, the faculty member may request a conference with the Chair and the opportunity to provide additional written evidence or views bearing on the faculty member's demonstrated professional competence and potential for future contributions. This statement of rebuttal is included in the faculty member's evaluation file.
- 3) If the faculty member does not request a conference or provide additional written materials bearing on the case during this 5 day interval, the Chair's evaluation and recommendation are added to the candidate's evaluation file.

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 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), the results of student evaluation of instruction (both ratings and comments, and personal review letters as stipulated in (4) above (all provided by the Office of Academic Affairs) are made available to the Committee of Tenured Faculty. During the entire process from Tenure Committee to the review of the Chancellor, confidentiality is of paramount importance. Only individuals authorized to be involved in the review may have knowledge of the content of the review or share the vote tally. Members of the Committee are asked not to discuss any review material apart from the whole committee and to focus their comments and arrive at their conclusions based on the contents of the candidate's dossier. The Committee of Tenured Faculty, upon completion of the reviews, meets with the Provost and VCAA to transmit, with comment, its vote on their recommendation regarding the faculty member's reappointment, tenure or promotion. The Provost and VCAA may involve the Deans in a consultative role so as to help assure equity of standards. The vote, including its tally, along with the comment material will be held in confidence thereafter by all members of the Committee and the Provost and VCAA (and any involved Deans). After the Provost and VCAA shares the vote tally and comment material from the Committee with the Chancellor, the Chancellor will also hold this information in confidence, and will refer to the Provost and VCAA without comment or context all queries regarding a review. The Chancellor's communication roles are restricted to forwarding a favorable decision to the Board of Trustees and notifying the faculty member of an unfavorable decision. Under no conditions will the vote tally of the Committee be shared beyond the circle of reviewers. The Provost and VCAA will meet with the Committee after he or she knows whether the Chancellor will recommend the conferral of tenure and/or promotion so as to apprise the Committee members on the outcome of the process. The Committee members will hold this information in strict confidence.

11. After reviewing all materials, including the Chair's statement and the recorded vote of the assembled tenured Department members, and the vote of the Committee of Tenured Faculty, the Provost and VCAA makes a decision regarding the faculty member's reappointment, tenure or promotion.

12. The UNC Asheville Tenure Policies and Regulations specify the subsequent actions required by the Provost and VCAA, the Chancellor, and the Board of Trustees. In the case of a favorable Provost and VCAA recommendation, the decision is communicated to the faculty member and the Chancellor, and the process continues. In the case of an unfavorable Provost and VCAA recommendation, the faculty member has the right to conferences with the Provost and VCAA and the Committee of Tenured Faculty, and the right to seek review of the Provost and VCAA decision before the Faculty Hearings Committee. Candidates should consult the UNC Asheville Tenure Policies and Regulations ([Section 14.2](#)) for a more detailed description of all aspects of the process.

13. A candidate for tenure and/or promotion who is awarded promotion should then, in consultation with the immediate supervisor (Department Chair, unless the candidate is a Department Chair, in which case the program area Dean), develop a five-year plan for future accomplishments. This plan should indicate milestones connected to annual goals, and may be modified annually in consultation with the immediate supervisor.

14. Candidate's Chairs shall be informed of decisions at the same time as the candidate is informed; regardless of a negative or positive decision.

15. Any person that has served as a candidate's faculty mentor through the formal faculty mentorship program on campus must recuse themselves in decision making about their mentee's reappointment, tenure, or promotion decision, including a position as

Chair, member of the CTF, or acting in the Provost position as signatory of the decision letter.

16. Candidates given a negative tenure decision shall be informed in their decision letter of their procedural rights to an appeal, including that they have full access to all letters in their personnel file.

### **3.5.4.2 Documents for Evaluation by the Office of Academic Affairs (SD10216S) (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. The results of student evaluation of instruction (both ratings and comments) as stipulated in 3.5.4.1.4
7. All 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)

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

### **3.5.4.3 Guidelines for Preparation of Documents by Candidates (SD5820S)**

Candidates are required to prepare three documents: the Candidate's Statement, the Professional Curriculum Vitae and the Fall Semester Faculty Record. These documents first are submitted for review by the Chair and Department and then are forwarded to the Office of Academic Affairs where they are reviewed by the Committee of Tenured Faculty and the Provost and VCAA. Unless requested, candidates should not forward other supporting materials such as syllabi, course outlines, sample exams, and samples of scholarly or artistic work, testimonials, or letters from other Chairs/Directors or colleagues.

#### **1. The Candidate's Statement**

A. Purpose: The Candidate's Statement should be viewed as a cover letter to the Provost and VCAA. The statement provides an opportunity for the candidate to integrate, expand, explain, and draw attention to information in the Annual Faculty Records. In addition, the statement can be used to discuss factors affecting the candidate's performance, factors not ordinarily covered in the listing of activities by categories.

B. Format: The Candidate's Statement should be written in narrative form. The specific orientation or focus of the statement is the candidate's choice. Statements typically are 4-6 pages in length.

C. Issues to Address: The Candidate's Statement should address performance in the areas of teaching, scholarly and creative activity, and service. What follows are some possible issues to address in the various categories of evaluation. The lists in no way imply that lengthy statements are expected. They are suggestive but not prescriptive. In all three areas, community engagement (defined in 3.1) should be noted; such activity is encouraged but not required.

1) Teaching: As an undergraduate, liberal arts-oriented institution, UNC Asheville values outstanding teaching above all other faculty accomplishments. Teaching is the art of helping students to learn. Consequently, it extends beyond the classroom to include individual teacher-student interaction, availability to students, and readiness to assist them. The following are suggested issues to address concerning teaching:

- \* titles, course numbers and actual enrollment of courses taught in each semester during the period under consideration
- \* philosophy of teaching
- \* reflection of university core values of diversity and equity, innovation, and sustainability in teaching

- \* methods employed (examples can be given)
- \* significant curricular or pedagogical contributions
- \* interdisciplinary teaching activities
- \* involvement of students in special academic projects
- \* mentorship of undergraduate research projects
- \* grants for pedagogical innovation
- \* peer and/or student teaching evaluations
- \* awards for teaching given in open competitions
- \* future plans
- \* factors to consider regarding performance in these areas (e.g., required v. elective courses, lower v. upper division courses, teaching within discipline v. teaching outside discipline, major v. service course, advising freshmen v. majors, etc.)

2) Scholarship and Scholarly or Creative Activity: Members of the faculty are expected to engage in scholarly or creative activity, some of which results in published scholarship. See 3.1 for the definitions of scholarship and scholarly or creative activity. Scholarship and scholarly or creative activity that involves students, community engagement, and/or interdisciplinary work is noteworthy. In an undergraduate, liberal arts-oriented institution, research and scholarship are especially valuable when they enhance teaching. The following are examples of scholarship and scholarly or creative activity:

#### Scholarship

- \* publications in journals (indicate if refereed), review articles, edited volumes and scholarly books or chapters
- \* other writings such as textbooks, book reviews, or software; or non-print instructional materials
- \* production or performance of art, music, literature, or drama
- \* presentation of papers or posters

#### Scholarly or creative activity

- \* participation in ongoing research or creative activity
- \* submission of grant proposals and grant-funded activities
- \* editorships and peer reviews
- \* attendance and participation in professional meetings, chairing of paper sessions, participation in symposia
- \* professional development activities
- \* work completed (but not yet published or presented) or in progress
- \* participation in undergraduate research
- \* research for new course preparation

Candidates should identify factors that contextualize performance in these areas, especially teaching workload (e.g., credit loads, class sizes, number of advisees, undergraduate research students, and independent studies as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas) but also including awards for scholarly or creative work, competitiveness or stature of journals or conferences in one's discipline, changes in one's line of research, obligations in other areas, or other relevant considerations. For community-engaged scholarship and scholarly or creative activity, the candidate should clarify the role of her or his expertise in the work, the faculty role in the process, the process

and products of the inquiry and their relevance to academia and the public purpose.

3) **Service:** Members of the faculty are expected to participate actively in university and community life. Service activities that involve the faculty member's professional competence will be most relevant to the evaluation. The following are suggested issues to address concerning service:

- \* administration of programs and tasks that contribute to the cultural, educational, and social welfare of the university and community
- \* election or appointment to committees, task forces, commissions, boards, or public offices
- \* advising activities
- \* development of resources
- \* professional activity as judged by election or appointment to boards, offices in societies, and committees
- \* awards and prizes given in recognition of service
- \* positions of leadership
- \* public lectures, workshops, and consultations
- \* benefits to student-faculty relations, to one's department, to the University, and to the local, regional, national, or international community
- \* factors to consider regarding performance in these areas (e.g., opportunities for service, obligations in other areas)

Candidates should identify factors that contextualize performance in these areas especially teaching workload (e.g., credit loads, class sizes, number of advisees, undergraduate research students, and independent studies as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas) but also including reassigned time for service roles, time commitments for various service roles, obligations in other areas, or other relevant considerations.

## 2. The Professional Curriculum Vitae

A. **Purpose:** The complete curriculum vitae puts the candidate's professional work at UNC Asheville into perspective relative to the individual's career in general. This permits the committee to assess the individual's activities at UNC Asheville in light of his/her previous level of activity. This is particularly useful for candidates new to UNC Asheville.

B. **Format:** The curriculum vitae should be written in the format appropriate to applying for an academic position. It should include information about the candidate's education, degrees, awards and honors, professional employment, as well as the candidate's most important papers, publications, artistic activities; grant activities, professional consultancies, or service activities.

## 3. The Fall Semester Faculty Record

A. **Purpose:** The Fall semester Faculty Record summarizes the candidate's current and ongoing activities.

B. **Format:** The Fall semester Faculty Record should be written in the same format used for the year-end Faculty Record.

### 3.5.4.4 Guidelines for Preparation of Documents by Chairs/Directors

Chairs are responsible for writing an evaluation of the candidate's performance, including a specific recommendation regarding reappointment, tenure or promotion, and for assembling all comments from annual student evaluation forms administered since the candidate's last review. These documents are forwarded to the Office of Academic Affairs where they are reviewed by the Committee of Tenured Faculty and the Provost and VCAA. Chairs should not forward other supporting materials such as syllabi, course outlines, sample exams, and samples of scholarly or artistic work, testimonials, or letters from other Chairs/Directors or colleagues.

#### 1. Chair's Evaluation

A. **Purpose:** The Chair's Evaluation has always been central to decisions concerning reappointment, tenure, and promotion. It is a summary evaluation which, when viewed together with the evaluations appended to the Annual Faculty Record, provides an historical

account of the candidate's progress in the eyes of his or her Chair. It should clearly articulate how the candidate's work reflects the expectations outlined in the departmental value statement.

B. Format: The Chair's Evaluation should be written in simple narrative form, addressing all issues listed in the guidelines for evaluation that are relevant for the candidate in question. (For example, comments on supervision of student projects may not be relevant for all candidates.)

C. Issues to Address: The Chair's Evaluation should address performance in the areas of teaching, scholarly and creative activity, and service.

1) Required issues: The Chair is required to address the following points in the Chair's Evaluation. Evaluations failing to cover these points will be returned for revision.

- \* The statement must report the results of the vote taken at the meeting of the tenured faculty in the department and the date of that meeting.
- \* If the candidate has reassigned time from teaching, the Chair should make clear the amount of reassigned time awarded and the specific departmental expectations in view of this reassigned time.
- \* The statement should provide a brief description of the department's Peer Review of Teaching ([3.3.3.1.2](#)) and summarize the results of peer reviews.

2) Evaluation of teaching: Chairs should address the appropriate points regarding teaching from the following list in the Chair's Evaluation.

- \* appropriateness of candidate's training and expertise to departmental and institutional needs
- \* trends, patterns or tendencies in student feedback on instruction interpreted in light of the nature of the courses surveyed (e.g., major/service/general education, required/elective, upper division/lower division)
- \* teaching effectiveness as indicated by peer review, senior exit interviews, information from Chairs/Directors of other departments/programs in which the candidate has taught, or other methods by which the candidate's teaching has been evaluated. Informal anonymous sources should not be consulted. (Comparison may be made to others in the department or others teaching similar courses with similar loads.)
- \* class materials such as textbooks, exams; syllabi/course policies
- \* curricular/pedagogical innovations by the candidate
- \* supervision of student projects by candidate
- \* utilization of reassigned time for teaching
- \* when problems exist in teaching, factors likely to be influencing performance (e.g., types of courses, types of students) as well as how the candidate has addressed concerns about their teaching effectiveness as addressed in peer reviews, student feedback on instructions, and/or AFRs and what kind of support was provided through the department and the university to address these concerns.

3) Evaluation of scholarship and scholarly or creative activity: Chairs should address the following points regarding scholarship and scholarly or creative activity in the Chair's Evaluation while taking into account the faculty's teaching workload (e.g., credit loads, class sizes, number of advisees, undergraduate research students, and independent studies as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas). It is imperative that the Chair communicate these points in a clear and comprehensive manner because members of the Committee of Tenured Faculty, and the Provost and VCAA, often are individuals outside of the discipline.

- \* basis on which the candidate's work is being evaluated (e.g., Chair's appraisal, consultation with colleagues familiar with the work within or outside the institution who are familiar with the work, or members of the community in the case of engaged scholarship and scholarly or creative activity)

- \* quality of the candidate's work, along with corroborative data and/or specific examples
- \* significance of candidate's activities to his/her teaching, to the Department, to the University, to knowledge in his or her field
- \* if the work involves community engagement (defined in 3.1), the community impact
- \* utilization of reassigned time for scholarly and creative activity
- \* when activities in this area are minimal, factors likely to be influencing scholarly productivity should be discussed

4) Evaluation of service: Chairs should address the following points regarding service in the Chair's Evaluation while taking into account the faculty's teaching workload (e.g., credit loads, class sizes, number of advisees, undergraduate research students, and independent studies as well as participation in diversity intensive courses, service-learning courses, and Arts & Ideas). Generally, as a faculty member's rank increases, his or her amount of service should increase as well. The service should also increase in its relative substantive contribution to the primary goals of the university.

- \* basis on which candidate's work is being evaluated (e.g., Chair's appraisal, interviews of colleagues and/or community members with whom the candidate has worked)
- \* significance of the candidate's work to the Department, the institution, the community
- \* candidate's performance in advising, including corroborative data and/or specific examples
- \* quality of the candidate's other service activities, including corroborative data and/or specific examples
- \* when activities in this area are minimal, factors likely to be responsible (e.g. opportunities for service, obligations in other areas)

D. Recommendation: The Chair's Evaluation should conclude with a clear recommendation and a summary of the department/program's expectations, past and future, for the candidate. If the Chair requests reappointment, tenure, or promotion for the candidate, there should be no equivocation. In turn, a Chair's recommendation for denial of reappointment, tenure, or promotion should be firm and well reasoned. Courtesy to the candidate requires no less.

Before preparing their recommendation the Chair consults with the assembled tenured faculty of the department/program. The Chair should weigh the opinion of the tenured faculty carefully. In cases where the tenured faculty does not concur with the Chair or expresses serious reservations with the Chair's recommendation, the Chair in the recommendation should delineate these.

## 2. Comments from Student Evaluation Forms

The Chair is required to provide all comments from annual student evaluation forms administered since the candidate's last review. These comments should be typed but unedited. (The Office of Institutional Research provides numerical summaries of the student evaluation ratings to the Office of Academic Affairs.)

## **3.6 Grievance Procedure (amended by [SD0813F](#), [SD0710F](#), [SD4189S](#))**

### **3.6.0 Process for Filing a Grievance**

Any faculty member having a grievance as defined in [Section 14.2](#) may petition the Faculty Grievance Committee for redress. The petition shall be written and shall set forth in detail the nature of the grievance and the party against whom the grievance is directed. The petition shall contain any information that the petitioner considers pertinent to his case. If the grievance arises out of a single action, the petition should be filed within thirty days from the time that the grievant should have reasonably known that the action occurred. 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. . In cases where a faculty member wishes to address a workplace concern but does not yet wish to file a formal grievance, they have the option of contacting one of the Faculty Ombuds, whose roles are outlined in [Section 10.5.13](#).

### **3.6.1 Grievance Committee Procedure**

Upon the receipt of a grievance petition, the Chair shall, within one week, summon the committee to meet.

Any committee member who is a party to the grievance or who is in the same academic department as the petitioner(s) shall disqualify himself. In addition, a faculty member who feels he or she has a conflict of interest may, after consultation with the Chair of the Grievance Committee and the Chair of the Faculty Senate, be disqualified.

The Grievance Committee shall assume its duties at the beginning of the academic year and shall continue in those duties until the new committee is formed the following year.

#### 3.6.2 Initial Screening

Mere receipt of a petition does not establish the need for a full grievance hearing. The first effort of the committee is to "decide whether the facts merit a further investigation". This determination shall be made only by a designated committee member who will secure from the grievant details necessary to explain the petition. Such inquiry shall be made only of the grievant, and findings shall be reported back to the committee simply as allegations. The purpose of this inquiry is to allow members to understand the petition as delivered, to amplify written charges, to remove possible misunderstandings of or ambiguities in the petition, and to ascertain whether at least prima facie the grievant has raised a significant issue.

If it is determined that this is the case, and if mediation has not already been pursued, the Chair of the Grievance Committee will ask both parties to the grievance whether they wish to voluntarily submit their grievance to mediation, in accordance with 3.6.3. A decision not to participate in mediation will not be held against either party in any further proceedings.

#### 3.6.3 Mediation

If both parties choose to attempt mediation, the Chair of the Grievance Committee will assemble a list of mediators to be agreed upon by both parties. If both parties do not agree on a mediator, the mediation attempt will be terminated. Members of the UNCA faculty or staff, members of the faculty or staff of other campuses within the University, or individuals from outside the University community, may serve as mediators, as long as they have successfully completed either (1) formal mediation training that is substantially equivalent to the training required for certification by the North Carolina Administrative Office of the Courts, or (2) formal mediation training that has been specifically designed for use in a university setting. However, mediators may not be members of the committee that hears grievances.

If there are costs associated with the mediation, they will be shared by the parties to the grievance. Attorneys will not be allowed to participate in the mediation process, except as mediators or non-participatory observers.

No record of the mediation process will be produced by the mediator other than an unelaborated written statement to the appropriate authority necessary to invoke the next step in the grievance, i.e., that mediation was attempted, but settlement was not reached. Mediators may not be called as witnesses in any subsequent proceeding. Nothing that is said or done by any party during a mediation process may be referred to by, or used against, a party in any subsequent proceeding and no blame will attach to either party if the mediation does not produce a resolution.

Any mediation agreement that binds the University must be signed by a University official with the authority to bind the University concerning the particular agreement.

Any time limit concerning the grievance will be suspended for the duration of the mediation process.

If mediation does not result in a satisfactory resolution of the grievance, the Grievance Committee initiates a formal inquiry.

#### 3.6.4 Formal Inquiry

The formal inquiry should begin within forty days of the conclusion of unsuccessful mediation unless all parties agree in writing to an extension or the grievance is filed within forty days of spring commencement.

In conducting a formal inquiry, the Grievance Committee shall offer the petitioner(s) and the accused:

- confidentiality of proceedings
- hearings with all parties to the petition present
- the right to bring legal counsel
- the right to offer evidence supporting or refuting charges made in the petition, to cross examine adverse witnesses, to inspect documents presented, and to offer evidence in explanation and rebuttal
- the opportunity to present a summary of their position and to reply to charges made during the hearing
- the right to challenge a committee member's impartiality and right to serve in the formal hearing. If challenged, the committee will make a finding in executive session before proceeding with the hearing.

The committee shall offer to keep a recording of its hearings, and shall allow supervised access to the tape by the petitioners and the

accused. A transcript of the tape will not be prepared except on request of one of the parties who shall bear the cost of the transcript.

The committee shall prepare minutes of each of its meetings, summarizing activity and listing in detail its findings and the reasons supporting them.

If the committee determines that an adjustment in favor of the grievant is appropriate, the committee conveys that information to the faculty member, the dean, the department head, or other appropriate administrators. If the relevant administrator does not make the recommended change, or a different satisfactory change, within a reasonable period of time, the grievant will inform the chair of the committee, who will advise the chancellor of the committee's recommendation. The decision of the chancellor is the final administrative decision, and he or she will notify the faculty member and the appropriate administrator of that decision in writing. The chancellor may consult with the committee prior to making a decision.

If the committee determines that no adjustment in favor of the grievant is appropriate, it will advise the faculty member and the chancellor.

If neither the relevant administrative official nor the chancellor makes an adjustment as recommended by the committee, the faculty member may appeal to the board of trustees by filing a written notice to the chancellor, with evidence of delivery, within 10 days of the receipt of the decision. The notice must include a brief statement of the basis for appeal. If the board agrees to consider the appeal, it does so as expeditiously as possible on a schedule established by the chancellor. The chancellor must inform the grievant of the time limit for filing the petition, the requirement of a written notice of appeal, and the schedule for submission of information to be reviewed by the board. The decision of the board of trustees is final.

#### **3.7 Post-tenure review ([SD2711S](#)) ([SD1000F](#)) ([SD6405S](#)) ([SD0208F](#)) ([SD0709F](#))**

Post-Tenure review at UNC Asheville is a periodic, comprehensive, cumulative review of tenured members of the faculty that emphasizes peer participation. The primary purpose of Post-Tenure Review (PTR) is to ensure continued faculty development and promote faculty vitality.

##### **3.7.1 Objectives of Post-Tenure Review**

Entirely separate from reviews for reappointment, tenure, and promotion, PTR is a formative process that focuses on identifying specific areas of strength among senior faculty and, when appropriate, areas requiring more concentrated development efforts. PTR recognizes and respects disciplinary differences in pedagogy and in the focus of faculty professional activities. This process recognizes that each faculty member is reviewed annually by the department chair and that this review is a comprehensive evaluation in the three major areas of teaching, scholarship and scholarly or creative activity, and service. The PTR reviews all aspects of performance and creates a summary of several years of professional activity that may address trends not immediately obvious in annual evaluations. As professionals, faculty will welcome opportunities for and are committed to professional growth. The faculty assume primary responsibility for the implementation of activities which foster professional growth in ways that support the missions of their programs and the University as well as their own professional career(s). Professional development plans (see [Section 3.7.3](#) below) will identify resource support necessary to accomplish specified goals. The Provost and VCAA (hereafter referred to as Provost) is responsible for approval of these plans and allocation of any special resource support required to accomplish the objectives of the plan(s).

##### **3.7.2 Procedure for Evaluation ([SD9118S](#)) ([SD2818S](#)) ([SD1317F](#)) ([SD7516S](#)) ([SD6615S](#)) ([SD1914F](#)) ([SD5813S](#))**

For the purpose of these sections, the words "Department Chair" and "Chair" (except where Post Tenure Review Committee Chair is noted) refers to any faculty member who directly evaluates the PTR evaluatee for merit, reappointment, tenure or promotion.

1. The term "faculty member" includes all persons on a nine or twelve-month contract who teach one half or more of a full load and librarians with faculty rank. A faculty member who accepts an administrative appointment which results in teaching less than one half of a full load will have their PTR review period extended by the time served in this appointment.
2. Tenured faculty members shall be evaluated every five years. . The first post-tenure review covers the five academic years following the academic year in which a successful tenure application was considered. Likewise, when a faculty member is promoted to the rank of Professor, the subsequent PTR period covers the five academic years following the year in which the application for promotion was considered. The Provost may approve the postponement of Post-Tenure Review in a case of illness, leave of absence, family emergency or other similar circumstances.
3. A review for promotion will take precedence over the PTR process and may replace it as follows. When faculty members apply for promotion in the same year they are to be evaluated for PTR, the PTR will be postponed. If successful, the review for promotion will satisfy the requirement for PTR and will start a new five-year PTR clock for the faculty member who is promoted. If the review for promotion is not successful, however, the faculty member will complete the PTR process in the following year, even if the application for promotion is renewed. Thus, post-tenure reviews will be deferred by an application for promotion only once.

The case of a faculty member who is on a PTR development plan is an exception, in that an application for promotion cannot delay the timing of PTR review indicated in the development plan. However, a successful application for promotion still implies that the faculty member now meets or exceeds expectations, satisfying the PTR development plan and starting a new five-year PTR clock for the faculty member who is promoted.

4. In the spring before the academic year in which a tenured faculty member is to be evaluated, the Office of the Provost begins the evaluation process by notifying the selected tenured faculty members and requesting them to begin assembling materials for the review committee. In this process, the Office of the Provost serves as facilitator and convener.

5. The evaluation will be performed by a University-wide committee called the Post-Tenure Review Committee (PTRC). All members of the PTRC, all Chairs (and those assuming the role of Chair as described in item 9 below), and all Deans are required to complete training using (1) digital training modules developed by UNC General Administration and (2) annual information and review sessions covering campus-specific policies and procedures.

6. Evaluation of tenured faculty members is peer evaluation. The committee will consider a variety of materials. Peer observation of teaching will always be one of the procedures employed in the evaluation.

7. The PTRC will review a dossier containing documents from several sources. The evaluatee will submit the items noted (see A 1-2, below) to the Chair of his or her department. The Chair will provide items 3-4. The Office of the Provost provides item 5-6. For evaluation of Chairs, the most senior tenured member of the department/program will normally assume the duties of the Chair, as described below.

#### A. Completed Dossier ([SD9118S](#)) ([SD1413F](#))

The evaluatee's dossier is assembled by the Chair (or, for evaluation of Chairs, by the most senior tenured member of the department) and submitted to the PTRC by the third Monday of October. The complete dossier will include, in order:

- 1) The Evaluatee's Statement focusing on the five years of the PTR review period (submitted by Evaluatee to Chair by the third Monday of September).
- 2) The Professional Curriculum Vitae (submitted by Evaluatee to Chair by the third Monday of September).
- 3) Chair's Evaluation (prepared by the Chair, or for the review of Chairs, by the most senior tenured member of the department), as well as any supplementary statement submitted by the evaluatee in response.
- 4) Quantitative scores and student comments from course evaluations over the PTR review period (provided by the Chair; available from Academic Affairs upon request).
- 5) Annual Faculty Records (past five years, collected by the Office of the Provost).
- 6) Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal) (past five years, collected by the Office of the Provost).
- 7) All personnel review letters since the granting of tenure are added: Provost's letters granting tenure, denying promotion, or evaluating a Post-Tenure Review development plan; Dean's Post-Tenure Review letters; PTRC recommendation letters to the Dean/Provost; and if applicable, any PTR development plans (collected by the Office of the Provost).

Failure of the evaluatee to provide materials for his or her dossier in a timely fashion may result in sanctions imposed by the Provost.

#### B. The Evaluatee's Statement

- 1) Purpose: The Evaluatee's Statement should be a reflective self-assessment that comments on the evaluatee's past, present and future contributions to the department and the university. This statement may also be used to discuss factors and extenuating circumstances affecting the evaluatee's performance, which are not usually covered in the listing of activities by category. The evaluatee should refer to categories outlined in [Section 3.5.4.3](#) of the Faculty Handbook.
- 2) Format: The Evaluatee's Statement should be written as a cover letter to the Chair of the PTRC. The statement is written in narrative form; possible issues to address, along with categories and guidelines for evaluating performance, are discussed in [Section 3.5.4.3](#). The Evaluatee should also briefly outline his or her professional plans for the next five years in the context of the missions of department and university, which may also include a discussion of resources required.

#### C. The Professional Curriculum Vitae

### 3.0 FACULTY RIGHTS, RESPONSIBILITIES AND EVALUATIONS

1) Purpose: The complete curriculum vitae puts the evaluatee's professional work at UNC Asheville into perspective relative to the individual's career in general. This allows the PTRC to evaluate the individual's recent activities or changing emphases at UNC Asheville in light of his or her previous levels of activity and responsibilities.

2) Format: The curriculum vitae should be written in a format appropriate to apply for an academic position in the discipline. It should include information about the evaluatee's education, degrees, awards, honors, professional employment, papers/publications/artistic activities, grant activities, professional consultancies and major service activities.

D. Materials supporting professional activity (submitted by evaluatee to Department Chair by the third Monday of September, if requested)

1) Purpose: Materials selected by the evaluatee are meant to emphasize or augment the curriculum vitae regarding teaching, scholarship and scholarly or creative activities, and service. Materials provided should be chosen to illuminate the quality of the evaluatee's activities rather than duplicate those reported in the curriculum vitae.

2) Format: Materials provided by the evaluatee should be representative and only a sampling, supporting:

a) Teaching: Representative syllabi, assignments, student work or other materials illustrating teaching practices and student learning.

b) Scholarship and Scholarly or Creative Activity: Representative scholarly papers, letters of commendation, awards, reviews of scholarly, creative or performance activities.

c) Service: Representative professional service activities to local or greater community, letters of commendation, awards, etc.

E. Chair's Evaluation (provided by the Chair of the department and assembled in the dossier submitted to the PTRC by the third Monday of October)

1) Purpose: The Chair's Evaluation has always been central to decisions concerning reappointment, tenure and promotion. It is a summary evaluation that, when viewed together with the evaluations appended to the Faculty record, provides an historical account of the evaluatee's overall performance as viewed by the Chair.

2) Format: The Chair's Evaluation should be written in simple narrative form, to the Chair of the PTRC, addressing the evaluatee's past, present and future contributions to the department and the university and providing a clear recommendation as to whether the evaluatee exceeded, met, or did not meet expectations, where faculty expectations are defined in section 3.3.3. This statement may also be used to address factors and extenuating circumstances affecting the evaluatee's performance, which are not usually covered in the listing of activities by category. Discussion of teaching performance should refer to the results of peer review of teaching as well as student rating of instruction. The Chair must consult with all tenured faculty colleagues in the department and report on that consultation. It is not expected that a department vote is taken or reported. The Chair may consult with untenured faculty (who have completed GA-provided PTR training modules) or with tenured faculty members outside of the department at their discretion; for the PTR of a joint appointment, the Chair must consult with the department chair/program director of the second department in making the evaluation. For purposes of faculty development, the Chair should discuss the evaluation with the faculty member prior to submission of the evaluation to the PTRC. The evaluatee may write a supplementary statement including explanatory or clarifying information after reviewing the Chair's Evaluation. This supplementary statement should be sent to the Chair and included in the candidate's evaluation file.

8. The faculty member and his or her chair will provide all materials to the Office of Academic Affairs by the date specified by the Post-Tenure Review Committee.

9. For Post-Tenure Review of Chairs, the most senior tenured member of the department will normally assume the duties of the Chair. However, a Chair who perceives a conflict of interest with that person may petition the Provost to appoint another tenured faculty member to those responsibilities. If no tenured member is available within the department, the Provost may appoint one from a department within the same division of the university, giving weight to seniority of UNC Asheville service and consulting with the Committee on Faculty Welfare and Development.

#### **3.7.3 Results of Post-Tenure Review ([SD7516S](#)) ([SD1914F](#))**

1. The PTRC will write a report following the objectives of PTR given in section 3.7.1 that will go to the Program Area Dean by March 1, with a copy to the faculty member, the department chair, and the Provost and VCAA. This report should provide a narrative evaluation of the faculty member's performance over the past five years and will include the specific recommendation of the PTRC to the Dean that the faculty member has met or exceeded expectations as defined below or has one or more areas that require concentrated development efforts.

2. Drawing on this recommendation, the Dean will evaluate the faculty member's performance as either:

### 3.0 FACULTY RIGHTS, RESPONSIBILITIES AND EVALUATIONS

A. The faculty member *exceeds expectations*. For purposes of PTR, to be evaluated as exceeding expectations, a faculty member should either: (1) have significant accomplishments in at least one area of faculty activity while meeting expectations in all other areas over the five-year PTR period, or (2) consistently perform above expectations in all areas of faculty activity over the five-year PTR period. A letter communicating this evaluation will be sent to the faculty member, with copies to the Chair and the Provost. The letter will express collegial appreciation for contributions to the mission of UNC Asheville, and will cite accomplishments that are particularly noteworthy. In consultation with the immediate supervisor (Department Chair, unless the candidate is a Department Chair, in which case the program area Dean), the successful candidate should then develop a five-year plan for future accomplishments. This plan should indicate milestones connected to annual goals, and may be modified annually in consultation with the immediate supervisor. The Post-Tenure Review process will then be complete.

B. The faculty member *meets expectations*. For purposes of PTR, to be evaluated as meeting expectations, a faculty member should show satisfactory performance in all three areas of faculty activity over the five-year PTR period as defined in section 3.3.3. A letter communicating this evaluation will be sent to the faculty member, with copies to the Chair and the Provost. The letter will express collegial appreciation for contributions to the mission of UNC Asheville, and will cite accomplishments that are particularly noteworthy as well as any suggested areas of improvement. In consultation with the immediate supervisor (Department Chair, unless the candidate is a Department Chair, in which case the program area Dean), the successful candidate should then develop a five-year plan for future accomplishments. This plan should indicate milestones connected to annual goals, and may be modified annually in consultation with the immediate supervisor. The Post-Tenure Review process will then be complete.

C. The evaluatee *does not meet expectations* in one or more areas that require concentrated development efforts. The letter communicating this evaluation will be sent to the evaluatee and the Chair with a copy to the Provost. The letter will identify which of the three major areas of teaching, scholarship and scholarly or creative activity, and/or service are of concern while noting any accomplishments that appear commendable or excellent. The faculty member may challenge the evaluation that a Development Plan is needed by petitioning in writing to the Provost within 14 calendar days of receiving the recommendation.

If the Provost affirms the recommendation after considering a challenge, or the recommendation is unchallenged, the faculty member will construct a Development Plan in consultation with the Chair and the Program Area Dean. The Plan will include specific steps to lead to improvement in the area(s) of concern noted in the evaluation. The Plan will include a time when the evaluatee will again be reviewed by the PTRC - no less than one year later, up to three years later. The Chair and the Provost will review the plan to determine resource implications. The Plan must be approved by the Provost. The evaluatee will meet at least semi-annually with the Department chair or academic unit head during the development period to assess progress.

Development Plans should include provision for mentoring peers who are requested by the evaluatee and approved by the Provost. Mentoring peers should be senior members of the faculty who are skillful in collegial relationships and recognized for excellence in the area(s) requiring improvement. On request a mentoring peer may be appointed before the Development Plan is finalized.

3. At the conclusion of the term specified in the development plan the evaluatee will be reviewed a second time by the PTRC. The committee will review the original file, the development plan, and a new file documenting developmental progress. The PTRC Report will be sent to the Provost for review and final decision, with copies to the Program Area dean, the evaluatee and the chair. The PTRC now can make one of three recommendations to the Provost, who makes the final evaluation:

A. The evaluatee now meets or exceeds expectations. The PTRC Report will recognize developmental progress and take note of any added accomplishments, which are commendable or excellent. In consultation with the immediate supervisor (Department Chair, unless the candidate is a Department Chair, in which case the program area Dean), the successful candidate should then develop a five-year plan for future accomplishments. This plan should indicate milestones connected to annual goals, and may be modified annually in consultation with the immediate supervisor. The Post-Tenure Review process will then be complete.

B. The evaluatee has made some progress toward remediating problem areas but should continue his/her efforts. If the Provost affirms this judgment, the evaluatee will revise the plan in consultation with his/her Chair and the Program Area Dean and come before the PTRC one final time in no more than 1 year.

C. The evaluatee has failed to make any progress toward improvement and warrants sanctions. In a case that warrants sanctions the Provost will decide the nature of these sanctions. Before implementing sanctions the Provost should consult with the PTRC, much as the Provost now consults with the Committee of Tenured Faculty before issuing a denial of tenure, but the final decision, as with tenure, is up to the Provost.

4. If a final review is warranted in accordance with 3B above, the PTRC will review the original file, the original and revised development plans, and a new file documenting developmental progress. The PTRC Report will be sent to the Provost for review and final decision, with copies to the Program Area dean, the evaluatee and the chair. The PTRC now can make only one of two recommendations to the Provost, who makes the final evaluation:

A. The evaluatee now meets or exceeds expectations. The PTRC Report will acknowledge developmental progress and take note of any new accomplishments or contributions to the mission of UNC Asheville that appear excellent or commendable. In consultation with the immediate supervisor (Department Chair, unless the candidate is a Department Chair, in which case the program area Dean), the successful candidate should then develop a five-year plan for future accomplishments. This plan should indicate milestones connected to annual goals, and may be modified annually in consultation with the immediate supervisor. The Post-Tenure Review process will then be complete.

B. The evaluatee has failed to make sufficient progress toward improvement and warrants sanctions.

5. Any sanctions including discharge or other disciplinary action imposed on faculty members for continuing deficiency in performance shall be in compliance with the criteria and procedures for due process as established in Chapter VI, Sections [602](#), [603](#), and [605](#) of [The Code](#) of the University of North Carolina.

6. The provost must annually certify that all aspects of the post-tenure review process are in compliance with [Policy 400.3.3 of the UNC Policy Manual](#) and any associated guidelines adopted by the president of the University.

#### 3.8 FORMS for Section 3.0

### Faculty Evaluation

- [Annual Faculty Record Form](#)
- [Chair's Narrative Form](#) ("Faculty Performance Appraisal")
- [Annual Administrative Review](#) (for chairs and program directors) (see bottom of link)
- [Adjunct Evaluation Form](#)
- [Faculty Member User Guide](#)
- [Department Chair User Guide](#)
- [Forms Page](#)

## 4.0 FACULTY DEVELOPMENT AND WORKING CONDITIONS

### 4.1 Faculty Professional Development

Faculty development includes enhancement, support, and reward of the development of teaching, scholarship and balancing the demands of faculty roles.

#### 4.1.1 Doctoral Study Program - Board of Governors

The Board of Governors established the Doctoral Study Assignment Program to allow selected faculty members to pursue up to one year of full-time study toward the doctoral degree. Faculty members selected to participate in the program will be allowed to pursue doctoral studies in an accredited university on a full-time basis during the period of the award. They will continue to receive their full salary and other benefits for the period of study, and will remain as employees of the institutions where they are currently employed. Faculty members selected for these study assignments are responsible for all educational and personal costs associated with their studies, including tuition, moving expenses, travel, and any other such expenses. (See [Section 13.2.1](#) for additional information.)

#### 4.1.2 Faculty Exchanges

Faculty may participate in national or international exchanges with the approval of their department chairs and the Provost and VCAA. Information about faculty exchange opportunities is available from the Study Abroad Office.

#### 4.1.3 Institutional Grants (see [Section 6.5](#))

The University Research Council, University Teaching Council, and University Service Council have funds intended to support development activities in these areas which are allocated through competitive allocation. See Section 6.5. Other university bodies may occasionally have funds available; availability is ordinarily announced to the faculty over email.

#### 4.1.4 Professional Development Leave (formerly Off-Campus Scholarly Assignment [SD1488S](#)) amended by [SD5404S](#), [SD4506S](#), and [SD0318F](#) (Revised by Academic Affairs April 2015)

Professional Development Leaves (PDLs) are a means by which UNC Asheville supports continued professional growth for its faculty. Such assignments provide institutional encouragement and support to the faculty in developing, maintaining, and broadening academic and instructional competencies that are valued by the individual faculty member, the academic program, and by the university.

Given the importance of professional development projects to faculty renewal and professional growth, departments and programs are encouraged to develop long-term plans for distributing this resource to all eligible faculty members while maintaining the ability to deliver the unit's curriculum and contribute in the delivery of the university's Liberal Arts Curriculum (LAC). The success of this planning requires that faculty members involve their chair or program director in all aspects of the PDL proposal development process, which includes but is not limited to developing the project, identifying discrete and measurable deliverables for the project, creating a means of assessing the PDL's success, identifying possible sources of financial support, and determining the most appropriate year and semester for the leave.

All full-time faculty members who have served at UNC Asheville for a minimum of four years (tenure-track faculty members beyond reappointment and lecturers) are eligible; however, typically, PDLs will be granted only to faculty members with tenure. No faculty member will normally be eligible to receive a professional development assignment more than once every six years; exceptions may be negotiated for extraordinary opportunities that may arise.

A professional development assignment may be granted for up to one full year. The university will support the recipient with either one semester at full salary or two semesters at half salary. Funding from external agencies to support a leave may be paid to the faculty member through university payroll, if allowable by

the funding agency, supplementing the salary associated with the leave. Health insurance benefits are maintained in either case. However, if total compensation paid through university payroll, including external sources, falls below 75% of the base salary, the university is required to suspend retirement benefits. Faculty members are advised to consult with Human Resources for details and options.

The number of PDLs available each year will depend upon the amount of funds available to staff critical courses, the University's ability to meet UNC system productivity metrics, and the number of faculty members capable of securing external funding for their PDLs. While external funding for a PDL is not necessary and will not compensate for significant deficiencies in the PDL application, it does provide the University with increased flexibility and thus strengthens the PDL application. While external funding for PDLs is encouraged, this external funding cannot include teaching at another college or university for pay.

Completed PDL applications are first submitted for approval to the faculty member's chair or program director, who may solicit commentary about the submitted applications from tenured members of the department or program. Applications endorsed by the chair or program director should be submitted to the appropriate Dean along with a letter articulating the merits of the PDL and describing how the department or program will continue to meet its curricular obligations (including the LAC). Applications requiring fewer adjuncts to accomplish this will be advantaged. If multiple PDL applications are forwarded by the chair or program director to the Dean, a ranking of the proposals should be included. Chairs and program directors should only submit to the Dean the number of endorsed applications that the department or program can support without significant adjunct support.

All endorsed PDL applications from a given program area will be evaluated and ranked by the appropriate Dean. Applications will then be considered by all of the Deans together. The following unprioritized criteria will be used to determine which PDL applications will be recommended to the Provost for approval:

- feasibility of the proposal and its deliverables (including the likelihood of outside funding, if applicable)
- potential to contribute to faculty renewal and professional growth
- prior leave(s) awarded to the faculty member
- productive use of prior leaves (if applicable)
- resource implications for the home department or program.

Because advanced planning is essential for the effective delivery of the University curriculum, PDL applications for semesters beyond the spring of 2017 should be submitted to the respective department chair or program director by September 15 of the academic year prior to the proposed leave. Chairs and program directors should submit endorsed proposals to their Dean no later than October 1 of the academic year prior to the proposed leave. The Provost will announce approved PDLs by December 1 of the academic year prior to the proposed leave.

The Provost will communicate decision about successful PDLs in writing to all members of the faculty. When the Provost approves a professional development leave, a contract will be prepared designating the specific conditions and dates for the professional development assignment. Where the off-campus assignment requires institutional nomination or approval of the applicant, the Office of the Provost will be responsible for expediting the process to meet external agency requirements and deadlines. The contract will also require the faculty member to guarantee as one of the conditions for the assignment that he or she will return to full-time teaching at UNC Asheville for a minimum of one full academic year following the professional development assignment. If requested by the faculty member, the Provost has the discretion to defer a successfully reviewed Professional Development Leave for up to one year, following consultation with the chair or program director and Dean, without requiring the faculty member to resubmit a proposal. The Board of Trustees of UNC Asheville grants final approval for all professional development assignments.

Upon completion of a professional development assignment, the recipient must prepare a brief written report describing all professional activities during the period of the assignment, and provide an evaluation of accomplishments. The report is submitted to the department chair or program director, who will add evaluative comments and send these to the program area Dean and the Provost.

Chairs and program directors who wish to apply for professional development assignments should initiate the process with the senior most faculty member in the department/program, who will otherwise follow the procedures outlined above. In addition, chairs and program directors are also asked to submit the name(s) of available interim replacements.

~~\*\*\*REPEALED [SD8208S](#) with [SD0318F](#) \*\*\* NOTE: Members of the Faculty Senate who are selected for Professional Development Leave shall resign from the Faculty Senate. (~~[SD8208S](#)~~)~~

#### **4.1.4.1 Fulbright Awards and other Fellowships ([SD4919S](#))**

A full-time member of the faculty who is named as a Fulbright Scholar or awarded a similar fellowship which implies release from teaching responsibilities at UNC Asheville will have the option of requesting a fellowship Professional Development Leave (PDL) from the Provost, outside of the process described above in 4.1.4. Granting of this request will be contingent on budgetary constraints. If the request is granted, all provisions for internally-awarded PDLs described in 4.1.4 apply, with the exception of eligibility being limited to once every six years. As fellowships represent extraordinary opportunities, prior PDLs taken do not affect eligibility for an initial fellowship PDL. However, a PDL to support a fellowship implies that the recipient will not be eligible for another one, either internally-awarded or associated with another fellowship, until six years have passed from the fellowship PDL.

Fellowship recipients also have the option of requesting Leave Without Pay (LWOP) (see [4.2.2.2](#)) to enable acceptance of the award. This LWOP will be with benefits, so that the university continues its contribution to health insurance premiums.

In order to be eligible for a PDL in support of a fellowship, awardees must have alerted the Provost, the appropriate Chair and Dean, and the Office of Research and Sponsored Programs of their intention to apply in advance; otherwise, the faculty member will be awarded LWOP with benefits instead. Faculty members interested in applying to be a Fulbright Scholar or for a similar fellowship or award which implies release from teaching at UNC Asheville for a semester or a year are encouraged to consult with the University Grants Manager for assistance and support.

#### **4.1.5 Professional Travel Policy**

The University provides support for faculty to travel on university related business, mostly through faculty development allocations to department/program operating budgets. In all cases in which the faculty member is traveling on University business, he/she must have received prior authorization from their Department Chair, Dean, and the VCAA. This requirement applies whether or not the faculty member is requesting reimbursement from University funds. See Academic Affairs Travel Guidelines, available from the Academic Affairs website.

#### **4.1.6 Tuition free courses for Faculty and Staff** (see [Section 7.17](#))

#### **4.1.7 Center for Teaching and Learning** (see [Section 11.5](#)) ([SD6215S](#))

#### **4.1.8 Mentoring Program for New Faculty ([SD8108S](#))**

The New Faculty Mentoring Program is a volunteer program that welcomes new colleagues to UNC Asheville and provides support as they adapt to the culture, expectations, and pace of our institution. New faculty members are matched with experienced faculty members who act as personal mentors during the coming years. Mentors volunteer for the program and new faculty have the opportunity to meet and select their personal mentors. Faculty members are encouraged to pair with mentors from a different academic department so that they can benefit from an objective and confidential partnership and begin to form connections with colleagues outside of their home departments. For tenure-track faculty members, mentors can serve as confidential advisors during the progression towards contract renewal, tenure and promotion. In addition to opportunities for private mentoring meetings, participating faculty and mentors are invited to a series of social gatherings each semester.

### **4.2 Faculty Leaves of Absence**

Approval for either a special assignment or a leave of absence requires approval of the faculty member's Department Chair/Program Director, the Provost and VCAA, the Chancellor, and the UNC Asheville Board of Trustees. See Section III of [UNCA Tenure Policies and Regulations](#), located in [Section 14.2](#).

#### **4.2.1 With Pay ([SD8818S](#))**

UNC does not have a formal system of state funded sabbaticals. UNC does allow faculty to serve with pay on certain special assignments. Family/medical leave and leaves of absence paid by non-state funds also are permissible.

Faculty members on leave with pay may earn supplemental pay from internal or external funds (e.g., stipends, grants) consistent with 2.9.4 with the exception that they may not hold administrative assignments while on leave, such as Department Chair or Program Director.

Faculty members on leave with pay may also receive limited income from external sources after completing the External Activities for Pay form (like all faculty members), but only with the Provost's approval. For a faculty member on leave with pay, such external pay is allowable only if it is consistent with the faculty member's work while not on leave and only for episodic, time-limited work such as consultancy or external review. Ordinarily, other than funded opportunities such as faculty exchanges or Fulbright awards, faculty members on leave with pay may not be employed full-time by any other agency.

##### **4.2.1.1 Special Assignments**

UNC Asheville permits leaves paid by state funds for two types of special assignments described in [Section 4.1](#):

- \* Faculty Exchange
- \* Professional Development Leave

##### **4.2.1.2 Family and Medical Leave** ([SD2495S](#)) amended by [SD2215F](#) [SD0511F](#) [SD4900S](#)

Members of the UNC Asheville faculty entitled to benefits may apply under this policy for up to a semester off with full pay. While brief absences from faculty duties, including teaching, can usually be accommodated informally for up to four weeks, those that involve prolonged illness and/or disability can result in significant burdens to colleagues, especially in small departments. Furthermore, the faculty person who must call upon that assistance may face uncertainties and discomforts concerning the employment situation at a time of great personal stress. Finally, state employees who work at less than three-quarter time without leave are not eligible to receive benefits such as health insurance and contributions toward retirement. This policy is designed to overcome these difficulties in a manner consistent with The Family and Medical Leave Act of 1993, The Code of The University of North Carolina and The Regulations on Academic Freedom, Tenure and Due Process of The University of North Carolina at Asheville. This leave is not allowable as terminal leave payment when the faculty member leaves the employment of the University. It may not be used to extend years of creditable state service for retirement benefits. However, it may be exhausted prior to participation in the Disability Income Plan, provided to state employees.

##### **I. Coverage**

This policy applies to persons holding at least three-quarter time regular faculty appointments (professor, associate/assistant professor, lecturer, instructor) who are also eligible for participation in either the Teachers' and State Employees' Retirement System or the Optional Retirement Program. It does not apply to faculty members with twelve-month appointments annually; these persons are covered under a separate leave policy of the Board of Governors.

A full-time faculty appointment is for twelve contact hours per semester of combined instruction and formal reassigned time, whether administrative or discretionary. Faculty members may not work at less than three-quarter time, after accounting for reassigned time, for longer than four weeks without leave, because this makes faculty members ineligible for all benefits, including Family and Medical Leave. The Program Area Dean should be notified of any informal accommodation of faculty members working at less than full-time for longer than one week.

##### **II. Benefit and Use of Leave**

A) A faculty member who has been at least three-quarter time for at least one year may request leave with full pay and benefits for up to one semester, or twelve weeks over two consecutive semesters, exclusive of academic breaks, for any of the following conditions:

- \* medically verifiable extended illness or serious disability;
- \* birth and care of a newborn;
- \* placement with the employee of a child for adoption or foster care and care of that child within one year of placement;
- \* care-giving responsibilities for a seriously ill child, spouse/domestic partner, parent or other dependent;

\* any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call to active duty);

In none of the above cases can family and medical leave be granted for longer than one full semester, nor can a second leave of twelve weeks be granted until the faculty member has returned to full-time status for one year. More than one family and medical leave may be granted in an academic year, but total leave in that year for any of the above reasons may not exceed twelve weeks except in the case where a full semester's leave is granted.

B) A faculty member who is the spouse, son, daughter, or next of kin of a covered service member may request leave with full pay and benefits for up to 26 weeks within any 12-month period to care for that person if he or she has a serious injury or illness incurred in the line of duty, including medical treatment, recuperation, or therapy; or otherwise in outpatient status or on the temporary disability retired list.

### III. Administration of Benefit

It is the responsibility of the faculty member to request the use of leave provided by this policy as soon as possible upon learning of the need for the leave. This request will normally be made in a letter to the department chair/program director.

The department chair/program director will make a recommendation to the Program Area Dean, who will make a recommendation to the Provost and VCAA concerning whether or not to grant the request for leave. When the request is the result of the faculty member's illness or disability, the department chair/program director will recommend leave if it is supported by medical information. When the request is to care for the faculty member's family member, domestic partner or dependent, the department chair/program director may base the recommendation on other factors, including the needs of the unit, timing within the academic year, effect on students, ability of the unit to compensate for the absence, etc.

The Provost and VCAA will request medical verification of the faculty member's illness or disability, including a physician's statement about the probable length of absence from normal duties. If the request is for the purpose of caring for a faculty member's family member, domestic partner or dependent, the Provost and VCAA will request medical verification of the illness or disability of that person. This information will be confidential and will be stored in the Office of Academic Affairs. To facilitate the gathering of necessary verification, the Provost and VCAA may request the assistance of the Office of Human Resources.

The Provost and VCAA is responsible for making a decision on whether or not to approve leave after reviewing the department chair/program director's recommendation. The Provost and VCAA will provide written notification of the decision to the faculty member with copies to the department chair/program director and the Program Area Dean. The Provost and VCAA will provide a copy of the notice to the Office of the Chancellor and the Human Resources Department. Whenever the Provost and VCAA approves leave under this policy, he/she is responsible for working out an arrangement with the department chair/program director for covering the duties of the person on leave.

In all cases, approved, but not used, leave shall not accumulate nor be carried forward from academic year to academic year. This policy does not preclude requesting leaves for non-medical or serious disability reasons.

If illness or disability requires an absence from faculty duties beyond the approved salary continuation period, the faculty member may petition for a leave of absence without pay under procedures described in Section 4.2.2.2 of the Faculty Handbook. Faculty members are entitled to up to 52 weeks of unpaid leave within any five year period under the North Carolina Family Illness Leave Act. For information regarding the Disability Income Plan and other disability plans offered to University employees on an optional basis, faculty members should contact the Human Resources Department.

### IV. Appeals

The Provost and VCAA's decision not to grant a request for leave under this policy may be

appealed to the Chancellor.

#### V. Confidentiality

Communications concerning leave requested or granted under this policy are subject to the same confidentiality requirements as other personnel records.

#### VI. Record-Keeping

Because this policy provides an important financial benefit, accurate records on its invocation must be maintained. The Office of the Provost and Vice Chancellor for Academic Affairs will maintain the official records and, every three years from the date of approval or sooner if necessary, will make general reports on its use to other University administrators and to the Faculty Senate.

#### VII. Coordination with Other Policies

As stated in Section 3.5.3, a leave of absence due to maternity or primary-care duties automatically extends the probationary period of tenure-track faculty by one year unless otherwise requested by the faculty member and authorized by the Provost and VCAA. Because family and medical leave implies a reduced teaching load and lower expectations for scholarly productivity and service contributions for the academic year, faculty members who receive family and medical leave cannot be penalized in annual evaluation for teaching fewer classes or having less scholarship or fewer service contributions than would be expected in a year without leave.

The terms of this policy pertain only to a leave with full pay for a specified period because of illness or disability. This policy has no effect on provisions for leave without pay as described in the Handbook for Faculty.

The leave with full pay provided for under this policy shall have no effect on the faculty member's other employment benefits.

#### **4.2.1.3 Leaves Paid By Non-State Funds**

Leaves of absence paid from non-state funds may be allowed with the approval of the UNC Asheville Board of Trustees and the President of the University.

### **4.2.2 Without Pay**

#### **4.2.2.1 Elected Office and Civil Leaves (see [Section 13.2.5](#))**

#### **4.2.2.2 Requested Unpaid Leave**

A leave of absence without pay is possible with the approval of the Chancellor and the UNC Asheville Board of Trustees. Leave requests are initiated at the department or program level and proceed through the chair or director to the program area Dean and the Provost and VCAA. The Provost and VCAA makes a recommendation to the Chancellor.

## **4.3 Working Conditions**

### **4.3.1 Academic Regalia**

Faculty are expected to wear academic regalia at commencement and special ceremonies such as installation of the Chancellor and at the Fall Convocation. Academic regalia may be rented through the UNC Asheville Bookstore.

### **4.3.2 Alcoholic Beverage Policy (see [Section 7.1](#))**

### **4.3.3 Attendance at Faculty Meetings and Formal Exercises**

Faculty are expected to attend all formal exercises such as commencement, convocation, departmental faculty meetings, assigned committee meetings, and scheduled duty during registration days. If a faculty member for some reason cannot meet his/her scheduled responsibilities he/she is to notify the Department Chair/Program Director or Committee Chair.

All full-time faculty members are expected to attend all called faculty meetings. The Department Chair is to

be notified if a faculty member cannot attend a meeting of the faculty. Faculty meetings are called at the beginning and end of each academic semester plus at the end of the summer session.

Special faculty meetings may be called by the President of the University, the Chancellor, or the Provost and VCAA. Faculty also may request a Faculty Meeting through the Executive Committee of the Faculty Senate. (See Constitution of the Faculty Senate, [Section 14.1](#)). Such requests should include a proposed agenda, rationale for the special meeting and suggested date and time. Should the Executive Committee approve the request, the Provost and VCAA will call the meeting.

#### **4.3.4 Drug Abuse and Controlled Substance Policy (see [Section 7.5](#))**

#### **4.3.5 Office Support**

##### **4.3.5.1 Office Space and Clerical Assistance**

Full-time faculty can expect in his/her office a desk, book shelving, filing cabinet and chairs, a telephone, access to a departmental secretary for provision of course related clerical services and typing and as time permits typing of manuscripts, and mail service to the departments. Budget permitting, a work study student who may assist faculty may be assigned to an academic department. Within budget constraints faculty may utilize the services of Printing Services and Publications. A limited number of private carrels are available in the library (see [Section 5.6](#)).

##### Guidelines for Work to be Assigned to Department/Program Assistants

*(From the final report of the Academic Office Support Study Team; accepted by the Chancellor 08/16/07)*

- 1. Core duties:** There is a core set of duties that are common to the majority of academic office support positions. These duties include:

##### **A. Office Support**

1. Handle mail (postal, campus, fax, and email), to include deliveries
2. Keep office organized, to include filing
3. Prepare and post faculty schedules
4. Answer phones, greet visitor, respond to questions, and provide information.
5. Scan and copy documents as requested
6. Assist faculty and students with use of office equipment
7. Coordinate maintenance of office equipment
8. Coordinate set up office for new hires, including technology, furniture, supplies, and other materials
9. Prepare work order and key requests
10. Schedule faculty appointments as requested
11. Pick up and/or drop off departmental materials on campus as requested (going off campus would be rare)
12. Provide students with information, forms, and supplies as needed; post information on the bulletin boards
13. Order textbooks and/or other educational materials, which may include communication with textbook publishers regarding new editions, ancillary packages, and best pricing options

##### **B. Financial Support**

1. Access and print departmental budget information as requested, provide budget-related information to faculty and students as needed, monitor related budgets, and maintain spreadsheets
2. Check monthly telephone and fax records
3. Process requisitions/purchase orders, manage inventory, and maintain related electronic and paper records
4. Prepare check and payroll requests and maintain related electronic and paper records

Scope: number of faculty, student employees, and work study students

5. Prepare and track faculty travel for the chair, faculty, and department visitors

#### **C. Print and Electronic Documents/Resources**

1. Prepare department-related reports and other documents for faculty
2. Create, update, maintain, and transmit departmental forms
3. Prepare certificates and awards for presentation each semester
4. Assist with departmental advertising (i.e. brochures, bulletin boards, display boards, CDs, videos, etc)
5. Maintain faculty, applicant, student worker, work study student, and other departmental files, both print and electronic
6. Prepare and distribute instructor evaluations, including student comments
7. Maintain databases (i.e. faculty, students, prospective students, alumni, publishers, donors, and fundraising)

#### **D. Meeting, Event, and Outreach Support**

1. Serve as a point of contact for other university departments, students, visitors, and the community; respond to questions; and provide information – this may include working with the Public Information Department to provide information in response to media questions
2. Handle logistics for routine meetings for faculty and students, this could include reservation of rooms, equipment, and simple refreshments
3. Assist with student and departmental activities and special events

#### **E. Student Workers (temporary and work study)**

1. Train and supervise student workers

**2. Discouraged/Prohibited Activities:** There also is a set of duties that are outside the boundaries of core duties for academic office support positions. Some are to be discouraged; others are prohibited.

#### **A. Activities to be Discouraged**

1. Participating in activities that routinely take office assistants out of their offices for a prolonged period of time during the normal workday.
2. Running off-campus errands.

3. Driving for field trips.

#### **B. Activities Prohibited**

1. Violating copyright laws at the request of anyone.
2. Typing personal correspondence for anyone.
3. Serving as the contact persons for personal communications and business of the faculty, such as for things offered for sale through electronic fora.
4. Receiving email for a faculty member.
5. Proctoring examinations.
6. Supervising a class for a faculty member.
7. Grading of any course-related work: examinations, quizzes, papers, reports, homework, etc.
8. Substituting for faculty in advising students in the requirements of the major or minor or in the requirements of the ILS, including the distribution of RAN numbers.
9. Completing any work unrelated to the faculty's professional expertise for off-campus organizations in which a faculty member is involved. When in doubt, the office assistant should consult the chair/director or the appropriate dean.
10. Driving faculty and visitors, including candidates, on and off campus.
11. Performing any non-work related activities. When in doubt, the office assistant should consult the chair/director or the appropriate dean.

#### **4.3.5.2 Computer Services (see [Section 5.3](#))**

#### **4.3.5.3 Mail Services (see [Section 7.11](#))**

#### **4.3.5.4 Ordering Equipment and Supplies**

Equipment and supplies are purchased with departmental funds. Purchase orders must be completed, usually by the department secretary, and approved by the department chair/program director. See UNCA [PPM #22](#) and [PPM #140](#) for more information.

### **4.3.6 Research Policies**

#### **4.3.6.1 Animal Subjects Policy ([SD6515S](#)) ([SD5119S](#))**

##### **4.3.6.1.1 Purpose**

The Institutional Animal Care and Use Committee (IACUC) is a federally mandated committee whose mission is to ensure the proper care and humane treatment of vertebrate animals. The Committee's responsibility is to develop, review, and monitor all animal facilities and care practices within the institution for compliance with federal legislation, agency regulations, and local laws. The IACUC is responsible for the dissemination of information regarding approved methods of animal care to individuals who use animals in research, teaching, or demonstration programs at the UNC Asheville.

To ensure compliance with all federal, state and UNC Asheville regulations, policies and standards in place to protect animal welfare, voting IACUC members review all requests for approval to use vertebrate animals. IACUC also conducts inspections of all areas where housing and use of animals occurs, in addition to reviewing the institutional program.

##### **4.3.6.1.2 Policy and Procedure**

UNC Asheville IACUC will update procedures and policies to remain compliant with applicable laws and policies. Institutional management guidance material is available on the IACUC website at <http://iacuc.unca.edu>. This includes the [Animals and Animal Products](#) (9 CFR), [Animal Welfare Act](#) (7 USC

2131 et seq.), [Health Research Extension Act](#) (P.L. 99-158), [PHS Policy on Humane Care and Use of Laboratory Animals](#) and [U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training](#). UNC Asheville faculty, staff and students are encouraged to consult this site for updated procedures and information.

#### Policies on Animal Care and Use Activities

**Classroom demonstration, research and training activities involving vertebrate animals must receive a review and approval by the UNC Asheville IACUC prior to engaging in any work involving animals.** The following will submit an Animal Study Protocol for review:

- Faculty / Staff Research - All animal research activities performed at UNC Asheville must submit a completed Animal Study Protocol to the IACUC for review and approval.
- Student Research - Animal research activities carried out by students must have their faculty advisor submit a completed Animal Study Protocol to the IACUC for review and approval. The faculty advisor provides oversight and is responsible for ensuring that the student complies with the IACUC's approved protocol. This includes research performed by undergraduate and graduate students, or students working as part of a research team. In all cases, the faculty advisor must sign off on the research protocol submitted for review to the IACUC.

If a researcher performs an animal study with an institution other than UNC Asheville, the external institution's IACUC may serve as the committee of record; however, the UNC Asheville IACUC must receive a copy of the protocol, approval documentation, and any sponsored program funding information for institutional record.

#### Non-UNC Asheville Performance Sites

Researchers (faculty member or student) intending to perform research external to UNC Asheville at an institution / agency / facility that does not have its own PHS assurance **must ensure that the outside institution either negotiates its own PHS Assurance or becomes covered in the UNC Asheville's PHS assurance.** This places the un-assured institution under the UNC Asheville's PHS assurance, and UNC Asheville must then treat it the same as all other facilities included in their program (perform semi-annual inspections, include in reports to OLAW, etc.).

#### Special Circumstances

- Teaching / Demonstration - Courses taught or demonstrations performed at UNC Asheville that involve the use of vertebrate animals must also be covered under an IACUC-approved protocol, which should be submitted by the faculty member in charge of the course or demonstration
- Field Studies - An IACUC-approved protocol is required for any study that involves the capture, handling, or other direct manipulation of vertebrate animals in the wild. Studies where the researcher will only observe but will not handle or manipulate animals, may not require an IACUC-approved protocol. Researchers planning observational-only field studies should contact the Office of Research and Sponsored Programs to confirm if they need to submit a protocol.
- External Collaborations - Researchers participating in external collaborations at PHS-assured institutions, where the animal research received approval by an outside institution's IACUC does not need to submit a full protocol to the UNC Asheville IACUC. However, the UNC Asheville researcher must submit a copy of the protocol, the protocol approval (if separate from the protocol), and a copy of any funding proposal in support of the work.
- Agricultural Extension Activities – Agricultural extension activities involving vertebrate animals must receive a review and approval by the IACUC.

#### **4.3.6.1.3 Membership**

Membership of the IACUC conforms to federal guideline.

Five (5) voting members and two (2) non-voting members, appointed by the Provost, in consultation with the existing IACUC members and FWDC. Faculty members serve a staggered three-year term while the

veterinarian and community representative serve a one-year term. All serving members may seek to extend their appointment by volunteering to serve longer terms.

- Voting Members
  - One faculty member from a natural sciences research discipline (e.g., Biology, Environmental Sciences, etc.) who has expertise in research involving animal care and use; one faculty member from any discipline who has expertise in empirical research; one faculty member from any discipline; one member who is a licensed veterinarian; and one member unaffiliated with the university who will serve as a Community Representative to represent community interest in the proper care and use of animals;
- Non-voting Members
  - Representative from the Office of Research and Sponsored Scholarship, ex officio.
  - Liaison from Academic Affairs, ex officio, as needed, to facilitate the work of the IACUC. The Academic Affairs liaison should not participate in IACUC deliberations.

The University should make every effort to ensure that the IACUC will not consist entirely of men or women, including the University's consideration of qualified persons of both sexes regardless of gender. No IACUC may consist entirely of members of one profession. IACUC appointments should compose a committee with gender, racial, and professional diversity.

Committee members should serve a minimum of one full term as specified above while maintaining IACUC CITI Training Certification.

The IACUC Chair must be a tenured member of the faculty. The Chair should also serve one year as the Vice Chair prior to assuming the role of Chair. At the completion of their term, the outgoing Chair should attend IACUC meetings for one additional semester after their term, either as a formal member of the committee or as an ex officio non-voting member, to serve as a mentor for the new Chair and to promote consistency and continuity.

The IACUC Chair will appoint a Vice Chair. It is best for the Vice Chair to have served one year as a member prior to assuming the role of the Vice Chair, and to agree to serve as the Chair upon the conclusion of the current Chair's period of service or if the IACUC Chair takes a leave of absence.

The IACUC may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IACUC. These individuals do not have a vote.

No IACUC member may participate in an initial or continuing review of any project in which the member has a conflict of interest, except to provide information requested by the IACUC. The Chair determines whether a conflict of interest exists.

The IACUC must achieve quorum prior to their review of protocols and / or engaging in official business. A simple majority (three voting members or 51%) are necessary to achieve quorum.

Details regarding IACUC responsibilities should refer to [UNC Asheville IACUC Standard Operating Procedures](#)

#### **Recommendations and reports to: Provost**

#### **4.3.6.2 Institutional Review Board (formerly Human Subjects) Policy (SD1517F) (SD8913S) (SD3110S) (SD0393F)**

##### **4.3.6.2.1 Purpose**

The UNC Asheville Institutional Review Board (IRB) is charged by the University under its Federal Wide Assurance (FWA) with reviewing all University activities involving human research subjects, according to the Code of Federal Regulations (CFR) for the Protection of Human Subjects ([45 CFR 46](#)), in order to safeguard the welfare and rights of research participants, including research related to class assignments. The UNC Asheville policy on human subjects applies to all faculty, student, and staff research involving

human subjects, regardless of funding source. The UNC Asheville IRB reviews biomedical and behavioral research protocols.

#### 4.3.6.2.2 Policies and Procedures

IRB procedures and policy will be updated as necessary in order to remain compliant with [45 CFR 46](#), and any applicable state or local laws. UNC Asheville IRB policies as well as links to [45 CFR 46](#) are available at <https://irb.unca.edu>. UNC Asheville faculty, staff and students are encouraged to consult this site for updated procedures and documents.

##### Policies on Research Activities

- Except as provided under Exempt Activities ([45 CFR 46.101b](#)), all research activities involving human subjects conducted by UNC Asheville faculty, students, and staff must receive IRB Review before such activities begin. Student projects involving human subjects must be reviewed and approved by the IRB before research activities begin. This includes course-related work.
- The “IRB shall review and have authority to approve, require modifications in (to secure approval), or disapprove all research activities covered by this policy” ([CFR 46.109](#)). Officials of the institution may disapprove research approved by the IRB, but those officials may not approve any research that has not been approved by an IRB. ([CFR 46.112](#)).
- The IRB may suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects ([CFR 46.113](#)).
- IRB approval is limited to one calendar year ([CFR 46.109e](#)), after which continuing review should be sought.
- No investigator may involve a human being as a subject in research covered by this policy unless the investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative ([46.116](#)).
- When some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons, additional safeguards may be required to protect the rights and welfare of these subjects ([46.111b](#)). Additional regulations may be required for pregnant women and fetuses ([46.204](#)), neonates ([46.205](#)), children ([46.401](#)), and prisoners ([46.301](#)).

#### 4.3.6.2.3 Membership

Membership of the IRB conforms to federal guidelines ([45 CFR 46.107](#)).

Seven (7) voting members and three (3) alternates, approved by the Provost, in consultation with existing IRB members and FWDC. Faculty members serve staggered three-year terms which may be renewed, while the community representative serves a one-year term which may be renewed.

- Voting Members
  - At least one faculty member who has expertise in research involving human subjects from a behavioral or biomedical research discipline;
  - At least one faculty member who has expertise in research using the scientific method but not primarily involving human subjects;
  - At least one member who has medical background (e.g. nursing, physical therapy, pharmacy); and
  - One member unaffiliated with the university who has expertise in scientific study which may or may not involve human subjects (Community Representative)
- Alternate Members
  - At least one faculty member who has expertise in research involving human subjects from a behavioral or biomedical research discipline (e.g., Education, Health and Wellness, Psychology);
  - At least one faculty member who has expertise in research using the scientific method but not primarily involving human subjects (e.g., Art, Environmental Science, Modern Languages); and
  - The Chancellor will appoint one physician from Student Health Services to serve as an

alternate. (Note: The physician will serve as a voting member, replacing the medical background member whenever reviewing FDA sponsored protocols or at the Provost's request.)

- One member unaffiliated with the university who has expertise in scientific study which may or may not involve human subjects (Community Representative)
- Non-voting Members
  - Representative from the Office of Sponsored Scholarship and Programs, ex officio.
  - Liaison from Academic Affairs, ex officio and non-voting, as needed, to facilitate the work of the IRB. The Academic Affairs liaison should not participate in IRB deliberations

Every nondiscriminatory effort will be made to ensure that the IRB will not consist entirely of men or women, including the University's consideration of qualified persons of both sexes, so long as no selection is made to the IRB on the basis of gender. No IRB may consist entirely of members of one profession (45 CFR 46.107b). In appointing members of the IRB, attention will be paid to gender, racial, and professional diversity.

Committee members are requested to serve a minimum of one full term as specified above, and must maintain IRB Member CITI Training Certification.

The Chair of the IRB must be a tenured member of the faculty. It is best for the Chair to have served one year as a Vice Chair prior to assuming the role of Chair, and to serve as Chair for more than one year. In the rare situation where the Vice Chair is unable to move to the Chair role, it is best that the new Chair has at least two years of IRB committee service.

A Vice Chair of the IRB will be appointed by the current Chair of the IRB. It is best for the Vice Chair to have served one year as a member prior to assuming the role of the Vice Chair, and to agree to serve as the Chair upon the conclusion of the current Chair's period of service or if the IRB Chair takes a leave of absence.

Alternates substitute for an IRB member(s) who are unable to attend (e.g., administrative/instructional scheduling conflict, conflict of interest, professional/medical leave, etc.) so that IRB may achieve quorum in order that business may move forward. Alternates and IRB members have equal responsibilities (i.e., "job-share") in terms of required education, service and time commitments, and participation.

The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals do not have a vote.

No IRB member may participate in an initial or continuing review of any project in which the member has a conflict of interest, except to provide information requested by the IRB. The Chair determines whether a conflict of interest exists.

A quorum shall be achieved prior to the IRB's review of protocols and/or engaging in official business. Behavioral protocol review requires four members, including at least one scientist and one non-scientist. With clinical research, a quorum requires four members of which one scientist (may also be the medical background member), one non-scientist and one person with a medical background is present.

Details regarding IRB responsibilities should refer to link: <https://irb.unca.edu/>

**Recommendations and reports to: Provost**

**4.3.6.3 Research Misconduct Policy (SD8008S)**

**Policy Statement**

In the belief that honesty and integrity are essential to the search for knowledge, it is the policy of The University of North Carolina Asheville that all persons involved in research and scholarship must guard the truth, uphold the highest standards in their research and scholarship, and protect the public trust that the academic environment has long held. Whenever any UNC Asheville faculty member or other research employee is accused of serious misconduct in scientific or scholarly research, the University will conduct

an inquiry, make a determination concerning the truth or falsity of the allegations, and take appropriate disciplinary action. The process of inquiry will be expeditious and protect the rights of all those concerned, including the complainant and the accused.

#### **Definition of Research Misconduct**

Since the search for knowledge is impeded and subverted by the misrepresentation of facts, openness and honesty are commonly accepted norms within the scientific and scholarly community for proposing, conducting, or reporting research. "Research misconduct" means plagiarism, falsification, fabrication of data, or other forms of deliberate misrepresentation. It does not include honest error or honest differences in interpretations or judgments of data.

#### **Initiation of Inquiry**

Allegations of research misconduct involving faculty members or staff should be directed to the Dean of the respondent's academic division (referred to hereafter as the *Dean*). The Dean will confidentially counsel any individual who comes forward with an allegation of research misconduct since some concerns or allegations may not fall within the scope of policies and procedures developed to address research misconduct. If the Dean determines that the concern is properly addressed through policies and procedures designed to deal with misconduct in research, these procedures should be discussed with the individual questioning the integrity of a research project. If the individual chooses not to make a formal allegation, but the Dean believes there is sufficient cause to warrant the inquiry, the matter should be pursued without a complainant and the Dean should so inform the Provost.

The Dean, in consultation with the Provost, will determine whether an inquiry is warranted when the subject of the inquiry is faculty or other staff members.

#### **Inquiry**

If the inquiry involves a faculty or other staff member, the Dean will appoint an ad hoc Inquiry Committee consisting of three tenured faculty members, two from the Department of the respondent and one from another Department of the University. In case the respondent is a department chair, three faculty members shall be from outside the Department. In the case of a two-faculty department, two faculty members shall be from outside the Department and one from within. In selecting the members of the Committee, potential conflicts of interest must be examined scrupulously and any relationship with parties to the matter must be fully disclosed. Those inquiring into the allegations should be selected in full awareness of the closeness of their professional or personal affiliation with the complainant or the respondent. It is also important that the Committee have appropriate scientific or scholarly expertise to assure a sound knowledge base from which to work. The respondent and complainant will be notified of the charges and process at this time. Committee members should be appointed and convened as soon as possible, provided with the information immediately available, and charged either to complete the inquiry phase within 30 days or to present a report, at that time, to the Dean, the respondent, and the complainant, citing the reasons for delay and progress to date.

During the inquiry, confidentiality will be maintained to protect the rights of all parties involved. It may be desirable to keep the identity of the complainant confidential during the inquiry phase. The Dean will assume responsibility for disseminating information relevant to the inquiry to the appropriate individuals. Normally, this will be in writing with copies filed in the Office of the Provost.

Completion of the inquiry is marked by the determination of whether or not an investigation is warranted. There will be written documentation to summarize the process and state the conclusion of the inquiry. The respondent will be informed whether or not there will be further investigation and, if there is a complainant, he or she will also be informed.

Allegations found to require investigation will be forwarded promptly to the investigative body; if federal funding is involved, federal regulations require that the agency sponsoring the research be notified at this point.

If an allegation is found to be unsupported but has been submitted in good faith, no further formal action, other than informing all involved parties, will be taken. The proceedings of an inquiry, including the identity of the respondent, will be held in strict confidence to protect the parties involved. If confidentiality is breached, the institution will take steps to minimize the damage to reputations that may result from inaccurate reports. Allegations that have not been brought in good faith will lead to disciplinary action.

The institution will seek to protect the complainant against retaliation; individuals engaging in acts of

retaliation will be disciplined.

## **Investigation**

### **Purpose**

An investigation will be initiated when an inquiry concludes that such is warranted. The purpose is to further explore the allegations and determine whether misconduct has been committed and, if so, the degree of its seriousness. In the course of an investigation, additional information may emerge that justifies broadening the scope of the investigation beyond the initial allegations. The respondent will be informed when significant new directions of investigation are undertaken. The investigation will focus on accusations of research misconduct as defined previously and examined the factual materials of each case.

### **Structure**

To carry out the investigation, the Dean will form an Investigative Committee by expanding the Inquiry Committee to include two additional tenured faculty and at least one representative from outside the University. In selecting the members of the committee, conflicts of interest must again be examined scrupulously and any relationship with parties to the matter must be fully disclosed. Those inquiring into the allegations will be selected in full awareness of the closeness of their professional or personal affiliation with the complainant or the respondent. It is also important that the committee have appropriate expertise to assure a sound knowledge base from which to work.

### **Process**

Upon receipt of inquiry findings that an investigation is warranted, the Dean will initiate an investigation promptly, and the complainant and respondent will be notified of the investigation. In accordance with federal regulations, all agencies sponsoring a research project in which misconduct is suspected will be notified immediately upon the decision to undertake an investigation. All involved parties will be interviewed and are obligated to cooperate with the proceedings in providing information relating to the case. All necessary information will be provided to the respondent in a timely manner to facilitate the preparation of a response. The respondent will have the opportunity to address the charges and evidence in detail. The respondent is not required to have legal counsel in the investigation, but may seek counsel if he or she so desires.

If the nature of the allegations is such that there may be need to protect the health and safety of research subjects or the interests of students and colleagues, the Dean may take interim administrative action to restrict or suspend the activities of the respondent, but care should be taken to safeguard the rights of the respondent.

Investigations normally will be completed within 60 days of initiation. If factors such as the volume and nature of the research to be reviewed and the degree of cooperation being offered by the subject of the investigation prevent completion within 60 days, an interim report will be filed with the Dean at the end of 60 days describing the investigation up to that point and its expected outcome, and requesting an extension.

### **Findings**

The findings of the investigative committee will be submitted in writing to the Dean. The respondent will receive the full report of the investigation, as will the Chair of the respondent's department. When there is more than one respondent, each shall receive all those parts of the findings that are pertinent to his or her role. Respondents may comment in writing on the report and their comments will be made part of the record. All federal agencies, sponsors, or other entities initially informed of the investigation also must be notified promptly. UNC Asheville will retain the findings of the investigation in a confidential and secure file.

Investigations into allegations of research misconduct may result in various outcomes including 1) a finding of clear, serious, and substantial research misconduct; 2) a finding of research misconduct of a minor or questionable nature; 3) a finding that no culpable conduct was committed, but serious scientific errors were made; 4) a finding that no research misconduct or serious scientific error was committed. If a finding of serious scientific misconduct is made, all agencies funding that research will be informed. The judgment as to the degree of severity on the research misconduct will be solely that of the Investigative Committee. Examples of severe research misconduct include fabrication of data, plagiarism including the publication of research or scholarship produced by another person, and falsification of vita items in order to advance one's research.

If an investigation has been launched on the basis of a complaint, and no research misconduct is found, no disciplinary measures will be taken against the complainant and every effort will be made to prevent retaliatory action against the complainant if the allegations, however incorrect, are found to have been made in good faith. If the allegations are found to have been maliciously motivated, disciplinary actions will be taken against those responsible.

#### **Disposition**

The nature and severity of the disciplinary action by the University will vary with the findings of the Investigative Committee. At this point, the Dean will inform the Chancellor, Provost, and Chair of the respondent's department of the Investigative Committee's findings. Should the respondent(s) be found guilty of research misconduct of a clear, serious, and substantial nature, he/she/they may be considered unfit to continue as members of the UNC Asheville faculty. Respondents will be notified by registered mail (receipt requested) by the Chancellor or his or her delegate. Relevant federal agencies, sponsors, collaborators, and editors of journals will be promptly notified of the University's findings. Due process for tenured faculty is provided by Section 603 of the "Code" of the University of North Carolina.

Respondents found guilty of research misconduct of a less clear, serious, or substantial nature may receive sanctions ranging from letters of reprimand from the Provost to probation or permanent removal from the research project involved. Findings of scientific misconduct may also warrant the removal of the faculty respondent from other research supervisory roles.

#### **Appeal**

Respondents may appeal the findings of the University. Respondents have a maximum of ten days after receiving notice of the findings to file a written appeal to the Dean. An appeal of the findings may be based on the evidence presented during the investigative hearings or on a failure of the committee to follow established procedures, in keeping with University policy. New evidence discovered may warrant a new investigation. Sanctions resulting from the findings may also be appealed if the respondent(s) has(ve) reason to believe that the disciplinary penalties are excessive or inappropriate. Respondents who are tenured faculty, and who have been notified by the Chancellor or his/her delegate of the University's intent to discharge them, are provided due process under Section 603 of the "Code" of the University of North Carolina.

#### **4.3.7 Smoking Policy (see [Section 7.14](#))**

#### **4.3.8 Policy on Children in the Workplace ([SD1697S](#))**

UNC Asheville recognizes that faculty members may occasionally need to bring their children with them to work. However, faculty members are expected to observe the following guidelines when doing so.

#### Guidelines:

1. Parents will assume responsibility for direct supervision of their children. Young children are not to be left unsupervised in public areas (lounges, student center, library, etc.), nor are they to be left in the care of university staff.
2. Parents should prevent children from creating excessive noise or disturbing others in the work environment.
3. Parents will assume liability for their children.
4. Parents should not bring sick children to campus.

Rationale: For many parents child care is a major issue in the conflict between work and family involvement. Since there are occasions when faculty must bring their children to campus, the guidelines above establish some common behavioral expectations. Faculty members have private offices which will allow them to keep their children out of the general departmental workspaces. Because faculty schedules are flexible, they may bring children to the campus for shorter periods of time during the day.

#### **4.3.9 Employment/Supervision of Related Persons (see [Section 13.2.2](#))**

#### **4.3.10 Mediation Center [SD1797S](#) (deleted April 2015)**

#### **4.3.11 Non-Discrimination: Ethnic/Gender/Sexual Orientation**

UNC Asheville subscribes to [The Code of The University of North Carolina, Section 103](#), which states:

Admission to, employment by, and promotion in the University of North Carolina and all its constituent institutions shall be on the basis of merit and there shall be no discrimination on the basis of race, color, creed, religion, sex, or national origin.

Furthermore, the University follows [N.C.G.S. 126-16](#) which states:

All state...agencies...of North Carolina shall give equal opportunity for employment without regard to race, religion, color, creed, national origin, age, or physical disability to all persons qualified, except where specific age, sex, or physical requirements constitute bona fide occupational qualifications necessary to proper and efficient administration. The section with respect to equal opportunity as to age shall be limited to individuals who are at least 40 years of age.

#### Sexual Orientation ([SD4091S](#))

It is the policy of The University of North Carolina at Asheville that an individual's sexual orientation is irrelevant to educational and employment decisions. Any non-faculty employee of The University of North Carolina at Asheville having a complaint of discrimination because of sexual orientation should notify the immediate supervisor or the Director of Human Resources. A faculty member should notify the program area Dean and the Provost and VCAA; a student should notify the VCSA. At any time, a student or employee may call the Affirmative Action Officer or the Counseling Center. The Senate requests that the Provost and VCAA arrange with other Vice Chancellors a consistent procedure for pursuing complaints of discrimination.

#### **4.3.12 Sexual Harassment Policy** ([SD0413S](#)), ([SD4709S](#))

Sexual harassment and discrimination are illegal and endanger the environment of civility and mutual respect that must prevail if the University is to fulfill its mission. The University of North Carolina at Asheville is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the University community must understand that sexual harassment, sexual discrimination and sexual exploitation of professional relationships violate the University's policy and will not be tolerated. The University will take every step to resolve grievances promptly. Any act of reprisal, interference, or any other form of retaliation, whether direct or indirect, against an individual for raising concerns covered by this policy are also violations of this policy and are prohibited.

Further information, including definitions of types of sexual harassment, procedures for reporting and investigation, and penalties, is detailed in [Policy 3157](#) at the University Policies website. Related policies include [Policy 3160](#) (Improper Relationships between Students and Employees Policy) and [Policy 3158](#) (Unlawful Workplace Harassment Policy).

#### **4.3.13 Workplace Violence** ([SD0413S](#)), ([SD3497S](#))

It is the intent of the University of North Carolina at Asheville to provide a workplace for all employees which is free of violence. In doing so, the University is complying with and supporting the Federal Occupational Safety and Health Act of 1970, which requires employers provide their employees with a safe and healthy work environment; and the North Carolina Office of State Personnel Policy No. 9 on Workplace Violence. To this end, it is the policy of UNC Asheville to prohibit any form of workplace violence. Definitions, procedures, and other information may be found in [Policy 3159](#).

#### **4.3.14 Conflict of Interest** ([SD6215S](#)) ([SD3596S](#))

At UNC Asheville, faculty responsibilities extend beyond time-specific assignments such as in-class teaching, designated office hours, etc. to include a broad range of professional activities necessary to accomplish our public liberal arts university mission. For example, faculty members have opportunities to use their specialized competencies in secondary professional employment, as paid consultants to public and private agencies, and thereby contribute to the transfer and application of knowledge through external activities for pay.

As relationships between employees and private industry, federal and state governments, and nonprofit agencies have grown in number and scope, there has been a corresponding increase in concern about conflicts of interest and commitment. While members of the UNC Asheville faculty are encouraged to engage in appropriate relationships with public and private agencies outside of the University, there is a need for commonly understood principles and corresponding procedures that will identify, address and manage potential conflicts that would detract from or interfere with their dedication of unbiased primary professional loyalty, time, and energy to teaching, research, and service.

All members of the UNC Asheville community are expected to avoid conflicts of interest and conflicts of commitment that have the potential to directly and significantly affect the University's interests or compromise their objectivity in carrying out their professional responsibilities, including research, service and teaching activities and administrative duties, or otherwise compromise performance of these responsibilities, unless such conflicts are disclosed, reviewed and appropriately managed in accordance with the provisions of Policy 1105, the [UNC Asheville Conflict of Interest and Commitment Policy](#).

#### 4.3.15 Computing and Networking Usage Policy

UNC Asheville Policy 1391 states the obligations and rules that faculty, staff, volunteers, and others associated with the University must follow in their use of computing, Email, and networks at The University of North Carolina Asheville. <https://administration.unca.edu/policies/1391>

#### 4.3.16 Academic Affairs E-mail Lists

Academic Affairs has created two email lists for communication purposes, `faculty_official` for announcements of events and official communication, and `academic_forum` for discussion of issues relevant to the faculty. Specific policies governing the membership and usage of these lists are:

##### I. [faculty\\_official@unca.edu](mailto:faculty_official@unca.edu)

a) Membership consists of all current university faculty members, full- and part-time, all administrative staff in Academic Affairs, and appropriate administrative staff in Human Resources, ITS, or other areas of the university as determined by the Provost. Membership is automatic; members may not unsubscribe. Only members of the list may post or receive messages.

b) Appropriate usage: `faculty_official` is intended for official university business relevant for members of the faculty. It is meant for dissemination of information to members of the faculty, and not for general discussion, which should be on `academic_forum` (see below). Appropriate postings include:

- announcement of meetings, speakers, and other events;
- administrative requests and reminders from Academic Affairs;
- communication from the Chancellor's Office, Public Safety, or others.

Consistent with [University Policy 1217](#), all members of this list are expected to use this list respectfully. Harassment, threats, defamation, abusive posts, and transmission of personal or sensitive information are not appropriate uses of the `faculty_official` list.

c) Moderation: `faculty_official` is an un-moderated list. All who are members of the list have the right to post to the list. Members who violate usage policies may have posting privileges removed at the discretion of the Provost.

##### II. [academic\\_forum@unca.edu](mailto:academic_forum@unca.edu)

a) Membership initially consists of all current university faculty members, full- and part-time, all administrative staff in Academic Affairs, and appropriate administrative staff in Human Resources, ITS, or other areas of the university as determined by the Provost. Initial membership is automatic, but members may unsubscribe. This list is an opt-out list rather than opt-in.

b) Appropriate usage: `academic_forum` is intended to provide members of the faculty with a venue for discussion and conversation on any issue relevant for the faculty. Examples include:

- discussion of proposed changes in policy or practice;
- articles of interest from the Chronicle of Higher Education, Inside Higher Education, academic journals, or other publications;
- current developments in higher education;
- ideas for curricular or programming initiatives.

`academic_forum` is not intended for discussion or distribution of issues that are not relevant for the work of the faculty (i.e., community events, items for sale, etc.). Consistent with [University Policy 1217](#), all members of this list are expected to communicate respectfully. Harassment, threats, defamation, abusive posts, and transmission of personal or sensitive information are not appropriate uses of `academic_forum`.

c) Moderation: `academic_forum` is an un-moderated list. All who are members of the list have the right to post to the list. Members who violate usage policies may have posting or membership privileges removed at the discretion of the Provost.

#### 4.4 FORMS for Section 4.0

No forms for this section.



## 5.0 ACADEMIC POLICIES AND SERVICES

### 5.1 Bookstore

The UNC Asheville Bookstore's primary emphasis is academic, providing for the sale of books, supplies, and educational requirements associated with the academic programs at the University and for the sale of other supplies and services deemed necessary. For more information, visit [UNC Asheville Bookstore](#). For information on textbook orders, see [5.2.7](#) below.

### 5.2 Classroom Policies

#### 5.2.1 Evaluating Students

Prohibited Conduct (The Code c, UNC Policy Manual)

It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship or to whom he or she is related by blood, law or marriage.

Evaluation Prior to Official Withdrawal Date

Prior to the official withdrawal date, instructors must provide students with an evaluation of their performance; this may be through test grades or other appropriate evaluation technique.

##### **5.2.1.1 Entering Academic Indicators, Reporting Grades and Returning Student Work (SD4220S)**

#### **Entering Academic Indicators**

Academic Indicators submitted during the semester can identify struggling students so that both the instructor and the advising staff of the Academic Success Center can connect them with appropriate campus resources; they also recognize students who are performing well. By the end of the sixth week, instructors of all classes are required to enter academic indicators for all students via their OnePort account. Faculty members can enter additional follow-up academic indicators at any point later in the semester if they wish to provide additional feedback. Faculty members needing additional information on this process should contact the Academic Success Center.

#### **Entering Final Grades**

Instructors enter final grades online via their OnePort account for all courses for which they are listed as instructor. Grades must be entered by the published deadlines. Faculty members needing additional information on entering grades should contact the Registrar's Office.

#### **Posting of Grades and Returning Student Work (VCAA, 1987)**

Because of the Family Education Rights and Privacy Act of 1974, also known as FERPA, the public posting of grades can place a faculty member and the University in legal jeopardy. According to the American Association of Collegiate Registrars' 2010 FERPA Guide, faculty members should not post grades in a public location (including a faculty member's office door) "unless identification of students is impossible and the grades are listed in random order." Grades cannot be posted using names, student ID#s, or social security numbers. If you wish to post grades in a public space, the only acceptable procedure is to assign students in your class a random number known to only you and the student. You must sort the random numbers so that students' identities cannot be inferred based on an alphabetic

listing of the random numbers.

### **5.2.1.2 Final Examinations Policy ([SD3782](#)) (edited by VCAA, 2007)**

The final exam schedule for each semester is available at <https://registrar.unca.edu/schedule-classes-and-exams>

1. Exams are scheduled the last week of each semester at the same beginning time as the courses themselves.
2. Courses in the MWF mode have exams scheduled on M, W, or F. Courses in the T, Th mode have exams on T or Th.
3. Exams for courses at 6:00 p.m. or on Saturday are held in the usual class period.
4. Term I courses have their exams during the last class period.
5. A student may petition an instructor for an individual exam at a time and place to be arranged by the instructor.
6. The assigning of a comprehensive final examination is optional. However, each member of the faculty is expected to use the assigned period for appropriate educational activities.
7. Faculty members may excuse graduating seniors from taking final exams during the last semester of their program.
8. Infrequent evaluation is considered detrimental to learning. Hence, the final exam should not be the only criterion for a student's final grade.

### **5.2.1.3 Class Attendance (See Section [3.1.4.3.4 Students Attending Class](#))**

### **5.2.1.4 Faculty of Record ([SD8618S](#))**

UNC Asheville ordinarily defines the faculty of record as the instructor of the course, directly engaged in delivering course content, assessing students' achievement of learning outcomes, and assigning a grade. In special circumstances, such as consortial arrangements with other institutions, pooled undergraduate research courses, or senior research seminars, the faculty of record's primary responsibility may be limited to the assignment of the student's grade, while the delivery of course content and assessment of student work is conducted by others. In these circumstances, the faculty of record who records the grade must at a minimum be acquainted with the student's work, the methods of assessment, and the basis for the assigned grade.

## **5.2.2 Instructional Space**

The Office of Academic Administration schedules use of instructional space. Specific requests are to be made through that office. Each department has specific classrooms over which it has priority use but not exclusive use. (see [UNCA https://administration.unca.edu/policies/1101](https://administration.unca.edu/policies/1101) for additional information.)

## **5.2.3 Material written by faculty members**

UNC Asheville encourages members of the faculty to engage in scholarship which may lead to published articles, monographs, texts, workbooks, etc. To avoid economic conflict of interest when students are required to purchase material published or produced by UNC Asheville faculty members, UNC Asheville requires:

- a. Any material faculty members require students to purchase must be sold through the UNC Asheville bookstore.
- b. Any material authored by UNC Asheville faculty members, administrators or staff which is sold through the UNC Asheville bookstore is priced such that:
  1. The bookstore receives all profit from such sales, and;
  2. The author(s) are reimbursed for their explicit out of pocket costs associated with production

of the material.

3. Any net publishing royalties accruing to members of the UNC Asheville Faculty, Administration, or Staff due to sale of their material to UNC Asheville students is to be placed in a general scholarship fund administered by the UNC Asheville foundation.

### 5.2.4 Photocopying Materials

All faculty members are expected to comply with federal laws relating to the photocopying of materials. See [University Policy 1103](#) (Copyright Use and Ownership) for more information, or the [Intellectual Property Committee website](#) for resources on fair use of copyrighted materials..

### 5.2.5 Syllabus and Class Policies ([SD5421S](#)) ([SD0214F](#))

The course syllabus is an essential tool in facilitating effective teaching and learning. It provides an instructor with the opportunity to describe the overall goals and structure of a course, while clearly communicating expectations and responsibilities of students. An effective syllabus helps students understand not only specific course requirements but also how classroom activities fit into a meaningful instructional framework. A complete syllabus should be distributed by the end of the first week of class.

All syllabi for UNC Asheville courses *must* contain the following elements:

- Basic course information: course name and number, room location, days and times of class meetings
- Instructor information: name, contact information, office location and office hours
- The place of the course in the overall curriculum: prerequisites (if any), whether the course fulfills any university requirements or requirements for the major/minor of the course's home department
- Course goals or objectives, including student learning outcomes
- Required and recommended readings or other course materials
- Course requirements: description and due dates (if known in advance) of tests, presentations, and assignments; date and time of final exam
- Grade determination: explanation of how assignments are weighted and how final grades are determined, whether instructor uses +/- grading
- Attendance policy
- Policy regarding academic integrity
- Tentative class schedule, including topics of course and associated dates of their coverage (if known in advance)
- Statement regarding accommodations for students with disabilities, e.g., "UNC Asheville is committed to making courses accessible to persons with documented disabilities. Students requiring reasonable accommodations must register with the Office of Academic Accessibility by providing supporting documentation. All information provided will remain confidential. For more information, please contact the Office of Academic Accessibility (insert contact information)."
- Other course policies which may include policy on late or missing assignments, use of technology in the classroom, etc.

In addition, *recommended* syllabi elements include:

- A statement that the syllabus is subject to change, and if changes are made, the form through which they will be clearly communicated to students
- Expectations regarding class participation and other classroom behaviors
- Information regarding use of a content management system (e.g., Moodle) and other required instructional technology programs
- Instructor's pedagogical approach
- Resources for students who are struggling (e.g., Writing Center, tutoring opportunities)
- Inclement weather policy
- A link to the Bias Incident Report

### 5.2.6 Working with Students with Disabilities ([SD5096S](#)) (edited by VCAA, 2007)

Each student brings unique abilities, experiences, and learning styles to your classroom. Students with

disabilities who are accepted at UNC Asheville are capable of college work and should have course requirements consistent with those for other students. However, some academic adjustments, modifications, or auxiliary aids may be needed.

Whether or not a student has a disability which requires modification or auxiliary aids is decided by a relevant health professional rather than a faculty member in order to take advantage of the protections offered by the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), although there may be times that instructors and/or departments are consulted to determine whether a request for an academic adjustment or auxiliary aid would modify an essential requirement or fundamentally alter a program.

Students with disabilities are required to file documentation of the disability with the Office of Academic Accessibility (OAA). That documentation should include suggestions for needed academic adjustments or auxiliary aids. Students with disabilities may disclose a disability to the university or their instructor at any time. However, to ensure academic adjustments or auxiliary aids can be made available, students are advised to register with the OAA and notify their instructors in a timely fashion. Once a faculty member has been notified by the OAA that some adjustment or auxiliary aids are needed, the faculty member should meet with either the OAA or the student or both to discuss implementation and course expectations. The OAA can be accessed directly at <https://oaa.unca.edu>

As faculty, you may encounter students with a variety of disabilities. For example, students may experience barriers while on campus for mobility, hearing or vision, learning, or mental health reasons. While adjustments and auxiliary aids should not fundamentally alter curriculum, programs, or services, faculty can play a critical role in helping students with and without disabilities succeed. The following list is intended to provide some general guidelines. Contact the staff in the Office of Academic Accessibility to clarify how individual cases fit into these guidelines.

- a. Students cannot be excluded from a course or from a course of study solely on the basis of a disability. Exclusion is only possible when students are unable to, with or without academic adjustments, modifications, or auxiliary aids, meet the essential components of course requirements. Exclusions will be rare. When making an analysis of essential components, program directors and /or department heads should contact the OAA for assistance.
- b. Modifications or substitutions in degree or course requirements may also be necessary to meet the requirements of some students with disabilities.
- c. Auxiliary aids must be permitted in the classroom if they are required to ensure full participation of students. Some examples include an audio recorder, assistive/adaptive technology, computer, or a sign language translator.
- d. Prohibitive rules, such as banning audio recorders or electronic devices from the classroom, must be waived for some students with disabilities.
- e. Modified or alternative testing and evaluation methods for measuring student achievement may be necessary for students who experience particular barriers.
- f. Classes may have to be rescheduled or moved to permit access for students with mobility loss.
- g. While Universal Design for Learning (UDL) provides access for the largest possible audience, some equipment or devices used in the classroom and teaching techniques that rely upon sight, hearing, or mobility of students, may require adaptation to ensure equal access on a case-by-case basis.

Many students first become aware of their learning disabilities because of the observation of our faculty who then contact the Health and Counseling Center or the OAA or suggest that the student do so.

#### **5.2.6.1 Working with Students who have Learning Disabilities**

To be diagnosed as a person with a learning disability, he or she must experience learning problems that are not the result of either a sensory impairment (hearing or vision loss), retardation developmental disability, or cultural differences (such as English as a second language). That means an individual with a learning disability is of average intelligence and often higher. In addition, that student has been admitted to the university using the same admission criteria as others because he or she demonstrated the capability to study at the college level, either with or without adjustments, modifications, or aids.

Learning disabilities are real, although they are not always as visible as some other disabilities. Students with learning disabilities are likely to have difficulty concentrating on a lecture while taking notes, taking notes with background noise present, reading, organizing,

memorizing information, taking timed tests, and speaking or reading in front of groups. Some suggestions which often help all students, but particularly those with learning disabilities are listed below.

Syllabus: Provide a detailed syllabus and make it available in both hard copy and electronic format. If a change becomes necessary, provide a revised syllabus or assignment sheet as soon as possible.

Instructional suggestions:

- a. Organize instructional information in a logical sequence.
- b. Keep oral instructions logical and concise. Reinforce oral instructions with a brief cue word.
- c. Repeat or re-word complicated directions.
- d. Provide visual reinforcement of oral instructions or lectures, using the board, overheads, written rubric, etc.
- e. Present important points more than once.
- f. For a laboratory class, provide an individual orientation to the laboratory and its equipment and allow extra practice with tasks and equipment to minimize student anxiety. Clearly and legibly label equipment, tools, and materials. Color coding for enhanced visual recognition is a best practice. Make available cue cards or labels designating the steps of procedure to help the student master the sequence. When needed, use specialized adaptive equipment to help with exact measurements, identification, or observation.
- g. If a student's behavior is disruptive or he or she has difficulty sustaining focused attention, either talk with the student privately or talk with the OOA staff for suggestions. Sometimes the student is best served by sitting in a particular location in the classroom such as the center of the front row or close to the instructor.

Testing suggestions:

It is important that tests measure the student's knowledge and/or skills, not the student's disability. In order to achieve that goal, the following should be considered:

- a. The OAA may approve academic adjustments or aids such as a separate room, oral testing, scribes, or readers. If it is difficult to transfer answers to another sheet, either allow the student to write on the exam sheet or dictate their responses.
- b. Students may also benefit from shorter and more frequent tests, extended time for tests, or certain formats of a written test. Sometimes students will be allowed a dictionary, thesaurus, computer, spell-checker, calculator, etc.
- c. Clearly separate items on an exam sheet; clear differentiation of items is helpful for visual processing.

Out-of-class activities:

- a. Additional time may be needed to assist students with understanding projects, reading drafts of papers, or reviewing instructions.
- b. Sometimes alternative or supplementary assignments may be needed to evaluate the student's abilities. Recorded interviews, slide presentations, photographic essays, or hand-made models may lead to more accurate evaluations.

Overall: OAA staff should have specific suggestions for each student from the health professional who provided the documentation. Before making changes to your course/exam material, refer back to any documentation or consult with the OAA to be certain the changes are needed. If there is a question about testing, ask yourself if there are other ways to test the mastery of your course. Naturally, some components of a course may not be modified without fundamentally altering the curriculum or program. When in doubt, talk with the Director of the OAA.

Students with disabilities have the right of confidentiality about the nature of their disability. Not every student will choose to have a disability revealed to the instructor. However, if the student wants to request academic adjustments or aids, he or she must provide documentation to the Office of Academic Accessibility. Remember, students may disclose their disability to the university at any time, but to ensure accommodations can be put in place, they must provide sufficient advance notice.

If there's a problem: Student complaints should begin with engaging in an interactive process by discussing concerns with you, the instructor, and the staff of the OAA. When a resolution is not reached, a student having a grievance related to the determination of and/or provision of disability-related services, adjustments, modification or auxiliary aids through the Office of Academic Accessibility at UNC Asheville is entitled to a prompt and equitable resolution of their complaint. For more information on the grievance process, visit <https://oaa.unca.edu/policies-and-procedures>.

At any time a student who believes that they have been subject to harassment and/or discrimination in university programs, services, or activities may also file a complaint with the [U.S. Department of Education's Office of Civil Rights](#).

### **5.2.6.2 Working with Students who have Emotional Disorders**

If you have concerns about the mental health of one of the students you have contact with and/or observe a change in a student's behavior, contact and/or refer or send the student to the Counseling Center. The Counseling Center offers individual and groups sessions to UNC Asheville Students. Program information is available at: <https://healthandcounseling.unca.edu/>

If you have received documentation from the Office of Academic Accessibility and have concerns about providing adjustments or modifications, the student's behavior in class, or their academic work, and those concerns are associated with their mental health, contact the Director of the OAA in addition to contacting and/or referring the student to the Counseling Center.

### **5.2.7 Textbooks**

Faculty members are expected to complete course material requests by the deadline set by the UNC Asheville Bookstore in order to comply with the Higher Education Opportunity Act. This federal mandate requires the disclosure of retail price information for all textbooks and course materials by the time of course preregistration and registration.

If faculty members are not using required or recommended textbooks or course materials, they should inform the bookstore and include this information on their course syllabuses.

Faculty members should consider the cost of books and course materials. The bookstore is available as a resource to help faculty identify various options for course materials.

The Textbook Committee, in conjunction with the bookstore, recommends the following to help ensure that course materials are affordable and available for students.

1. Faculty members should encourage students to buy textbooks and course materials through the on-campus bookstore at the beginning of the semester. If students purchase materials early, they will have access to more options to reduce cost (such as used books and rentals).
2. Faculty members are encouraged to use "bundled" packaged texts only if necessary since these are not available for rental and thus cost more for students.
3. If textbooks or course materials will not be used until the second half of the semester, faculty members should inform the bookstore so that all materials remain available for purchase when materials are needed.
4. All faculty members need to be aware of and comply with copyright law. The Intellectual Property Committee's website <https://library.unca.edu/friendly.php?s=intellectualproperty> can assist faculty with best practices.

### **5.2.8 Videotaping Policy**

The following policy for the regulation for the use of copyrighted video tapes at UNC Asheville has been developed in accordance with pertinent Federal Law. The fair use of copyrighted video tapes on campus allows for two general purposes.

1. Home Use. This includes usage by individuals in the dormitories.
2. Educational Use. Under this purpose an instructor may use a copyrighted video tape for his or her class. Similar usage can be made by a student organization that is affiliated with an academic

program in the pursuit of its education objectives. Private rooms in Highsmith Center may be used by such student groups for this purpose.

In neither of these two types of usage can there be any charge or payment requested. The Media Center is forbidden by law from duplicating any copyrighted video tape.

#### Off-Air Recording Guidelines

According to the United States Copyright Office, Circular 21 (August 2014), the guidelines for off-air recording of television broadcast for use in instructional activities developed in 1979 by a committee of producers and users remain applicable:

- a. These off-air recording guidelines apply only to non-profit educational institutions.
- b. A broadcast may be recorded simultaneously with the broadcast transmission and retained for a period of 45 calendar days after the date of recording. Upon conclusion of the retention period, all off-air recordings must be erased or destroyed.
- c. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities. It may be repeated once and only once when instructional reinforcement is necessary in the classrooms and similar places devoted to instruction within a single building, cluster or campus as well as in the homes of students during the first 10 school days of the retention period.
- d. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No program may be recorded more than one time regardless of the number of times it is broadcast.
- e. A limited number of copies may be reproduced from each recording to meet the legitimate needs of teachers under these guidelines. Each such copy shall be subject to all provisions governing the original off-air recording.
- f. After the first ten consecutive school days the only recording allowed is for teacher evaluation. This evaluation is to be used to determine the likelihood of using the program in the series or in purchasing a copy of the program.
- g. Off-air recordings need not be used in their entirety. The sequence of use must follow the order of the program and the recording may not be altered.
- h. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
- i. Educational institutions are expected to establish procedures to maintain the integrity of these guidelines.

#### **5.2.9 Student Travel ([SD2994S](#), [SD2894S](#))**

Students who will be traveling as part of a course or department sponsored activity should complete two forms: a Student Participation Form and a Medical Authorization Form. Both forms are available on the Academic Affairs web site--see "Working with Students" in the [Forms and Guidelines](#) page. Students should complete the forms and return them to the faculty member in charge of the outing. Student Participation Forms are retained in the sponsoring department or program. Completed Medical Authorization Forms should be brought to the Student Health Center where they will be placed in the student's medical file.

Additional guidelines for student travel, including field trips, reimbursement, and travel awards, may be found in the Academic Affairs Travel Guidelines, pp. 16-17.

#### **5.2.10 Disruptive Behavior in the Classroom ([SD5606S](#))**

Part of the role of a faculty member is to ensure that each student has a learning environment free from disruption. With the concurrence of the department chair or program director, the instructor may administratively withdraw a student from a course for behavior that is deemed to be disruptive to the class. A grade of W will be assigned if the behavior occurs before the deadline for withdrawing from a course without academic penalty. For behavior occurring after the withdrawal deadline, a grade of F will be assigned, although the instructor has the option of recommending a grade of W. See the addendum at the end of the catalog for specific procedures relating to instructor and student responsibilities.

### **5.3 Information Technology Services (ITS)**

[Information Technology Services \(ITS\)](#) provides computing and networking services to the UNC Asheville community via information professionals organized in five divisions – User Services, Academic Lab and Classroom Support, Enterprise

Systems and Applications, Networks & Security, and Auxiliary Services.

For assistance, contact the [ITS Help Desk](#) by telephone (828/251-6445) or email ([its servicedesk@unca.edu](mailto:its servicedesk@unca.edu)). For more information see: <https://its.unca.edu/support-services/tech-support/>

### 5.3.1 ITS Services for Faculty

#### Technical Support

ITS provides technical support for UNC Asheville-owned computers and peripherals. Contact the Help Desk for assistance at [its servicedesk@unca.edu](mailto:its servicedesk@unca.edu).

#### Academic Lab and Classroom Support

ITS maintains computers and software in more than 100 computer labs on campus, including audio-visual equipment such as projectors, smartboards, and sound systems. For more information, see <https://kb.unca.edu/help/labs-and-classroom/list-of-labs-and-classrooms>.

#### Computer Refresh

UNC Asheville provides a core computer package to each full-time member of the faculty consisting of either a desktop package (computer, monitor, keyboard, and mouse) or a laptop package (computer and docking station). This package is refreshed every four years. All other items must be purchased through ITS by the department from its operating budget. For more information, see [https://docs.google.com/spreadsheets/d/1M5C7gTYqoru\\_pz6oUEH-BU bhaB0c-mFPI\\_OaKtE039s/edit#gid=0](https://docs.google.com/spreadsheets/d/1M5C7gTYqoru_pz6oUEH-BU bhaB0c-mFPI_OaKtE039s/edit#gid=0).

### 5.3.2 IT Policies

Computing & Network Usage - Faculty/Staff

<https://administration.unca.edu/policies/1391>

Email Accounts

<https://administration.unca.edu/policies/1392>

Data Management

<https://administration.unca.edu/policies/1393>

Access to Information Resources and Data

<https://administration.unca.edu/policies/1260>

Enterprise Systems and Software Management

<https://administration.unca.edu/policies/1394>

Web Resource Management

<https://administration.unca.edu/policies/1395>

Network Security

<https://administration.unca.edu/policies/1396>

Response to Allegations of Copyright Infringement

<https://administration.unca.edu/policies/3004>

### 5.3.3 Academic Affairs Email Lists

Academic Affairs has created two email lists for communication purposes, [faculty\\_official](#) for announcements of events and official communication, and [academic\\_forum](#) for discussion of issues relevant to the faculty. See [4.3.15](#) for specific policies governing the membership and usage of these lists.

## 5.4 Curricular Change

Requests for curriculum changes or implementation of new curriculum originate at the department/program level or with a planning committee in the case of new programs. All requests are forwarded to the Academic Policies Committee (APC) of the Faculty Senate. All requests must relate to a program's learning objectives for students. The APC forwards its recommendation to the Faculty Senate which in turn forwards its recommendation to the Chancellor or Provost and

VCAA. Curriculum for a new program requires approval of the Provost and VCAA, Chancellor, President of the University and the Board of Governors.

#### 5.4.1 Curriculum/Catalog Changes

Curricular changes to existing programs must be approved by the Faculty Senate and inserted into the University Catalog. The procedure is to submit proposals to the Academic Policies Committee (APC) of the Faculty Senate, which in turn forwards approved proposals to the full Senate. Each fall, APC distributes a memo to all Department Chairs and Program Directors that specifies the procedures and formats for this process. The instructions and procedures are located on the Faculty Senate homepage (Look for link that says "APC Procedures") at: <https://faculty senate.unca.edu/> Because the annual Catalog deadline typically is in March, and because Senate rules require two readings for each document, proposed catalog changes must be received by October 17 to ensure publication in the next year's Catalog.

#### 5.4.2 Program Changes ([SD0113F](#)), ([SD4313S](#))

##### UNC System Procedures

[Information on planning new academic programs](#), including both degree programs and delivery of existing programs by distance education, as well as required forms, are available in [section 400.1 of the UNC Policy Manual](#).

##### UNC Asheville Internal procedures ([SD0281](#))

New degree programs are to receive approval from the Faculty Senate prior to submission to the Board of Trustees and the UNC General Administration. As described below this approval process requires a minimum of two considerations by the Faculty Senate.

1. The planners of the new academic initiative consult with the Department Chair or Program Director, appropriate Academic Dean, and Provost regarding the basic concept, alignment with University mission, and general resource requirements. For example, will the proposed initiative require new faculty/staff resources or use existing resources? [UNC system policies](#) are available in [Chapter 400.1 of the UNC Policy Manual](#).
  2. Once approval to proceed has been granted by the Provost (in consultation with the appropriate Academic Dean), [Appendix A: Request for Authorization to Plan a New Degree Program](#) should then be completed.
- The UNC-Asheville Director of Institutional Research, Effectiveness, and Planning should be consulted for the purpose of enrollment projections, identifying similar programs and enrollment trends, determining the appropriate Classification of Instructional (CIP) code, responding to accreditation issues, and preparing the document in the appropriate format.
3. Once the Request for Authorization to Plan is completed, it is submitted to the appropriate Department Chair(s) or Program Director(s) and Academic Dean for review.
  4. The Request for Authorization to Plan is submitted to the Institutional Development Committee (IDC) for approval and announcement to the full Faculty Senate.
  5. If approved by IDC, the document is submitted for final approval to the Provost, who will then submit it to the Chancellor, whose signature is required for submission to UNC General Administration. Authority to approve the Request for Authorization to Plan resides with the UNC Senior Vice President for Academic Affairs.
  6. After UNC General Administration has approved the Request for Authorization to Plan, UNC-Asheville has 4 months to prepare and submit. If the Request for Authorization to Establish is not submitted within 4 months, authorization to plan will expire.
  7. Once the Request for Authorization to Establish is completed, the appropriate Department Chair or Program Director and Academic Dean review this document.
  8. The Request for Authorization to Establish is then submitted to APC, who will receive input from IDC on any concerns that were raised in step 5 (above). The APC review is limited in that the curriculum may not be fully formed at this point.

9. After approval of the Faculty Senate, the Request for Authorization to Establish document is submitted to the Provost for final approval and the signature of the Chancellor.

10. The UNC Senior Vice President for Academic Affairs will review the Request for Authorization to Establish and make a recommendation to the Board of Governors Planning Committee. The full UNC Board of Governors will vote on the request.

#### **UNC Asheville procedures for the establishment of Certificates**

1. The planners of the new Certificate Program consult with the appropriate Academic Dean and the Provost regarding the basic concept, alignment with University mission, and general resource requirements.
2. A brief document is prepared for IDC review, describing the basic rationale, objective, expected pros and cons, and expected resource implications of the proposed Certificate Program. IDC will review this document and also announce the proposed initiative to the Faculty Senate.
3. If IDC approval is received, the planners then complete the "Application to Establish a New Certificate Program" (insert link to be housed in Academic Affairs).
4. Once the "Application to Establish a New Certificate Program" is completed, this application is reviewed by the appropriate Department Chair and Academic Dean, and then is submitted to APC, who will receive input from IDC on any concerns that were raised during step 2 (above).
5. After approval by vote of the Faculty Senate, the "Application to Establish a New Certificate Program" is submitted for final approval by the Provost.

#### **Substantive Change Notification Required for the Southern Association of Colleges and Schools (SACS) (SD7311S)**

UNC Asheville is required to notify the [Southern Association of Colleges and Schools \(SACS\)](#) of any proposed programs and/or major changes to current programs.

Any department considering substantive program additions or modifications, including significant online delivery, new degree programs, and program closure, should discuss the necessary notification requirements with the Provost and VCAA who serves as SACS accreditation liaison. Depending on the scope of the program addition and/or modification, SACS requires between 3 and 6 months notification before implementation of the program or courses.

For further information, faculty members should consult with the Provost and VCAA and see the SACS Substantive Change Policy at

<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

### **5.5 Academic Administration**

The Office of Academic Administration is located in OneStop on the bottom level of Ramsey Library. Academic Administration coordinates the construction of department/program class schedules, the scheduling of classrooms and the maintenance of class and advisee records on the OnePort system (see [Section 3.1.4.5](#)).

Information about the course schedule for each semester, the final exam schedule and the schedule for late start of classes, is available at <https://registrar.unca.edu/>.

OneStop Services:

- [Advising & Learning Support](#)
- [OnePort & Registration](#)
- [Registrar's Office](#)
- [Study Abroad](#)
- [Writing Center](#)

### **5.6 Library & Teaching and Learning with Technology Resources**

Ramsey Library supports the learning, research and community mission of the University of North Carolina at Asheville by providing information in formats from traditional to cutting-edge technology; offering group instruction and individual consultation in locating and using resources; and exhibiting leadership for the academic community in the means of accessing and best utilizing information. The library advances the intellectual climate of the campus by promoting independent and collaborative avenues of inquiry, cultural enrichment, thought, reflection, and understanding, <https://library.unca.edu>.

### Collections

Ramsey Library has more than 360,000 print volumes and provides access to more than 400,000 electronic titles. Ramsey Library belongs to the Western North Carolina Network (WNCLN), which makes an additional over 2.2 million titles available via a courier service called ABC Express. Materials from libraries worldwide are available to faculty through Interlibrary Loan.

General Information including Hours, Directions, Building Guide, Staff and Departmental Directories, and Policies

Subject Specialists for assistance in locating library resources for your area of teaching or research

Special Collections and University Archives

Services for Faculty, including Interlibrary Loan, Course Reserves, Media Services, Faculty carrels and Library Instruction

Teaching and Learning with Technology Resources (TLTR), a division of Ramsey Library, provides professional services, facilities and equipment to enhance teaching and learning through the effective and creative use of instructional technologies, including Moodle and Mahara support, Distance Learning Services, Video Production Services, and the Media Design Lab.

### **5.7 Copy Center** (formerly Printing Services)

The Copy Center provides high-quality, cost-effective copying and related services to the UNC Asheville community. Services include copies and transparencies (color/black and white, binding, laminating, folding, scans, and shrink wrapping). High production copiers produce duplication jobs of items such as course packs, manuals, reports, presentations, brochures and fliers, and newsletters. The Copy Center also oversees a network of walk-up copiers throughout campus. The Copy Center is located in the Highsmith University Union. To learn more about the Copy Center, or to complete a work request form, visit <https://its.unca.edu/copy-center>

### **5.8 Communication and Marketing**

UNC Asheville's Communication and Marketing Office is the university's headquarters for communication, creative design, news and events. Experienced graphic designers, writers, public relations professionals, and multimedia specialists work with campus to reach internal and external audiences.

The Office of Communication and Marketing works to uphold the university brand and tell the many stories of the university. Story ideas are welcomed and encouraged.

Writers in the office work with campus to develop news releases about public events and campus news feature information on the website, and pitch stories to the media. In addition, when a media request is received, they work to identify a campus spokesperson. The department regularly seeks faculty willing to serve as experts in their subject areas for comment on local, regional and national stories. Media calls concerning the university -- not in a faculty member's area of expertise -- should be routed to the Office of Communication and Marketing.

In addition to sharing news on the university website and through the UNC Asheville Magazine, the office coordinates content on departmental pages and serves as a resource for developing web and print publications. Services include publicity, design, photography, and video, but advance notice is needed. The office also oversees use of the university logo and university images. Branding and content guidelines are available online, and the staff is available to answer questions, edit or review any publicly available information or documents.

To contact the Office of Communication and Marketing with a story idea, a project request or any questions, email [communication@unca.edu](mailto:communication@unca.edu) or visit [communication.unca.edu](http://communication.unca.edu). Learn more about recent news at <https://communication.unca.edu/services/news-media-relations/>.

### **5.9 FORMS for Section 5.0**

No forms for this section.

## 6.0 FACULTY AWARDS, HONORS AND GRANTS

### 6.1 Honorary Degrees (Board of Trustees, May, 1987) (amended by [SD5500S](#) and [SD0289F](#))

Honorary degrees are awarded by UNC Asheville in three categories:

- a. Recognition of scholarly or intellectual achievement and contribution to the world of arts, letters, science, drama, music, etc.
- b. Recognition of contribution to the civic, political, economics, or cultural leadership of the Asheville community and/or specific interests in the development of UNC Asheville.
- c. Recognition of a speaker at a major university event such as commencement, special convocation, etc.

Doctoral degrees honoris causa are granted by the University with the approval of the UNC Asheville Board of Trustees who would act on the recommendations of the Chancellor. The "Delegation of Duty and Authority to Boards of Trustees," adopted 7/7/72 by the UNC Board of Governors, provides as follows with regard to honorary degrees, awards, and distinctions:

The Board of Trustees shall be responsible for approving the names of all individuals on whom it is proposed that an honorary degree or other honorary or memorial distinction be conferred by the institution, subject to such policies as established by the Board of Governors.

Nominations or suggestions of persons to receive honorary degrees are welcomed from all persons interested in the welfare and stature of the University: faculty, trustees, students, and others. The names of persons nominated or suggested are to be reviewed by the Chancellor who submits them to the Board of Trustees. Initial responsibility for receiving and reviewing the recommendations is delegated to the External Affairs Committee of the Board of Trustees. At its discretion, however, the Board may elect to act as a Committee-of-the-whole in considering nominations for honorary degree recipients.

The Board of Trustees awards the honorary degrees and the Chancellor has the responsibility of notifying the proposed recipients of this action. If for any reason the Chancellor were unable to arrange for the degree to be awarded at the scheduled time, he or she is authorized to postpone the awarding of the degree for no more than one year if the recipient were unable to appear at the previously scheduled time. A maximum of three honorary degrees may be awarded by the institution in any calendar year, unless an exception were made by the Board of Trustees.

### 6.2 Special Awards ([SD0313F](#))

#### 6.2.1 Feldman Professor ([SD2493S](#))

Each year the full-time, ranked faculty of UNC Asheville shall select two of its members for receipt of the Ruth and Leon Feldman Professorship Fund prize. This award will honor two members of the faculty who have excelled in one or both of the following fields:

1. Service to the community and to UNC Asheville; and,
2. Demonstrated competence in the areas of teaching, research and published writings.

The selection of these two individuals is the responsibility of the Faculty Scholarship and Service Awards Committee whose composition and procedures are described in [Section 10.3.4](#). The awards are bestowed at the final spring faculty meeting. Recipients of the award will be listed in the UNC Asheville catalog in a section describing the Ruth & Leon Feldman Professorship Fund.

Money from the Ruth & Leon Feldman Fund shall not be used to support the UNC Asheville Distinguished Teacher Award.

#### 6.2.2 Teaching Awards

UNC Asheville selects eight faculty members each year for recognition of teaching excellence. The first award listed, the UNC Asheville Distinguished Teacher Award, was created by UNC Asheville's Faculty Senate in 1981 ([SD3381](#)). The remaining awards are derived from UNC Administrative Memorandum #343 (4/29/94) as specified in [SD0194F](#).

All teaching award activity (i.e. calls for nominations, review of applications) is conducted by a Teaching Awards Committee, described in [10.4.29](#). The Teaching Awards Committee solicits nominations from students, faculty and alumni each fall and spring. Applications are reviewed and awards are bestowed each spring.

### **6.2.2.1 UNC Asheville Distinguished Teacher Award ([SD3381](#))**

This is UNC Asheville's original teaching award, presented during Spring Commencement to a member of the Faculty who is judged a "Distinguished Teacher." A monetary award accompanies this recognition and all Distinguished Teachers are listed in the UNC Asheville catalog. This award reflects the high priority and importance placed on teaching at UNC Asheville. Any full-time faculty member (Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor) shall be eligible, except for those faculty who have previously won the award.

The concept of a Distinguished Teacher Award carries with it certain assumptions, among which are:

1. Teaching is an art; no exact measurement or measuring devices can ever assure an objective determination of successful teaching since no definition of good teaching is ever wholly accurate or even desirable; effectiveness in the classroom carries with it the indefinable factors of character, personality, enthusiasm, and creativity.
2. The selection of an outstanding teacher by one's peers and one's students will always involve a degree of subjectivity; there can be no guarantee that in any given year, the award will recognize the single best instructor on campus; instead, the award will recognize one outstanding teacher; over a period of years, the probability is that a variety of good instructors from various fields will have an equal opportunity for recognition.
3. The selection process requires a trust in our colleagues; we must assume that those on the Review Committee will act professionally and in the best interest of the faculty and the university.
4. In spite of inherent flaws in attempting to offer an award where total objectivity cannot be guaranteed, such an award is highly desirable; merit always deserves recognition, and the university benefits from the public acknowledgement that we value and emphasize quality in the classroom.

### **6.2.2.2 Board of Governors' Award for Teaching Excellence (UNC Administrative Memorandum #343, 4/29/94) ([SD0194F](#))**

UNC Administrative Memorandum #343 (4/29/94) created a set of system-wide teaching awards known as the Board of Governors' Awards. Each one bestows a monetary award of \$7,500 on the faculty member selected by the constituent institution as the Board of Governors' Distinguished Teacher. The award is presented each spring in a ceremony at the Board of Governors office. Eligibility is restricted to tenured faculty who have taught at their constituent institutions for at least seven years.

### **6.2.2.3 Award for Teaching Excellence in the Humanities ([SD0194F](#))**

One of the teaching awards developed in response to UNC Administrative Memorandum #343, all full-time faculty who teach courses within a Humanities division department or program with a rank of lecturer or higher, regardless of tenure status, are eligible for this award. The Humanities Division includes the following departments: Art and Art History, Classics, Drama, English, History, Modern Languages, Music, Philosophy, and Religious

Studies, along with the Dance Program. Award amount: \$1,750.

#### **6.2.2.4 Award for Teaching Excellence in the Natural Sciences (SD0194F)**

One of the teaching awards developed in response to UNC Administrative Memorandum #343, all full-time faculty who teach courses within a Natural Sciences division department or program with a rank of lecturer or higher, regardless of tenure status, are eligible for this award. The Natural Sciences Division includes the following departments: Atmospheric Sciences, Biology, Chemistry, Computer Science, Engineering, Environmental Studies, Mathematics, New Media, and Physics. Award amount: \$1,750.

#### **6.2.2.5 Award for Teaching Excellence in the Social Sciences (SD0194F)**

One of the teaching awards developed in response to UNC Administrative Memorandum #343, all full-time faculty who teach courses within a Social Sciences division department or program with a rank of lecturer or higher, regardless of tenure status, are eligible for this award. The Social Sciences Division includes the following departments: Economics, Education, Health and Wellness, Management and Accountancy, Mass Communication, Political Science, Psychology, and Sociology and Anthropology. Award amount: \$1,750.

#### **6.2.2.6 Award for Excellent Teaching by an Untenured Faculty Member (SD0194F)**

One of the teaching awards developed in response to UNC Administrative Memorandum #343, all full-time untenured faculty, regardless of appointment status, with a rank of lecturer or higher are eligible for this award. Award amount: \$1,750.

#### **6.2.2.7 Award for Excellent Teaching by a Non-Full-Time Faculty Member (SD0194F)**

One of the teaching awards developed in response to UNC Administrative Memorandum #343, all non-full-time faculty, regardless of appointment status, are eligible for this award. Award amount: \$1,750.

#### **6.2.2.8 Award for Excellent Teaching in University Programs**

This teaching award was added by Academic Affairs in 2013. All full-time faculty who teach courses within a university program with a rank of lecturer or higher, regardless of tenure status, are eligible for this award. University Programs include the following: Africana Studies, Arts and Ideas, Honors, Humanities, Interdisciplinary Studies, International Studies, Master's of Liberal Arts and Sciences, and Women, Gender, and Sexuality Studies. Award amount: \$1,750.

### **6.2.3 Distinguished Service Award (SD7708S SD0112F SD8813S)**

The Faculty Scholarship and Service Awards Committee, whose composition and procedures are described in [10.3.4](#), selects two ranked full-time faculty members to receive the annual award for distinguished service..

### **6.2.4 Distinguished Scholarship and Creative Achievement Award (SD7708S SD0112F SD8813S)**

The Faculty Scholarship and Service Awards Committee, whose composition and procedures are described in [10.3.4](#), selects two ranked full-time faculty members to receive the annual award for distinguished scholarship and creative achievement.

### **6.2.5 Oliver Max Gardner Award - Board of Governors**

The Oliver Max Gardner Award is a distinction granted yearly by the Board of Governors to a faculty member on one of the sixteen campuses who has "made the greatest contribution to the welfare of the human race" during the year. Nomination of a UNC Asheville faculty member for this award is made to the Chancellor by the Distinguished Scholars Committee (see [Section 10.3.1](#)).

## 6.3 Visiting Professorships

### 6.3.1 Bergemann Distinguished Visiting Educator

The Verna E. Bergemann Distinguished Visiting Educators Fund brings persons of distinguished achievement in education to interact with faculty, students and the general public. The Bergemann Distinguished Visiting Educator is selected by the Education Department faculty in consultation with the Provost and VCAA.

### 6.3.2 Highsmith Distinguished Visiting Professor

The Allene and William E. Highsmith Distinguished Visiting Scholar Fund brings persons of distinguished achievement for residency at UNC Asheville, at which time they will interact with faculty, students, and the community and will be a source of intellectual stimulation for both campus and community. The Highsmith Distinguished Visiting Scholar is selected by the Distinguished Scholars Committee (see [Section 10.3.1](#)).

## 6.4 Endowed Professorships ([SD0313F](#))

Thanks to the generosity of donors, foundations, and funding organizations, UNC Asheville has a number of Endowed Professorships. These positions vary in expectation and duration as specified below. Endowed Professors ordinarily do not also serve as Department Chairs or Program Directors, and may do so only with approval of the appropriate Dean and the Provost and VCAA, and only if his or her teaching load remains at or above half-time for the year.

### 6.4.1 Belk Professor (Humanities)

The Carol G. Belk Distinguished Professorship in Humanities was endowed by Irwin Belk in honor of his wife. Subtitled "Ethics In Contemporary Cultures," the Belk Professorship is given to an individual who can share his or her knowledge of the history, development and function of ethics and ethical systems in contemporary world cultures. The Belk Professor may come from any discipline and must have substantial accomplishment in undergraduate teaching, interdisciplinary teaching, scholarship, and campus and community leadership. The Belk Professor receives twelve contact hours of reassigned time, and has duties which include teaching courses in the Humanities program, scholarship, support of undergraduate research and faculty development activities. No term of appointment is specified.

### 6.4.2 Carson Professor (Natural Sciences)

The Phillip G. Carson Distinguished Professor in Science may be awarded in any discipline in UNC Asheville's natural sciences division, preferably to an individual whose specialty area stresses interdisciplinary learning. Identified as both a teacher and a scholar, the Carson Professor must have a strong commitment to undergraduate education and to undergraduate research, and is expected to have a wide impact on the university community and the state. Duties include regular teaching of both upper and lower level courses (number of courses not specified), scholarship, support of undergraduate research, faculty development activities, and some public responsibilities. The appointment also provides separate funding for additional expenses. No term of appointment is specified.

### 6.4.3 Glaxo Wellcome Professor (Natural Sciences)

The Glaxo Wellcome Professorship in Undergraduate Research may be awarded in any discipline in the physical and natural sciences, preferably to an individual whose expertise can enhance interdisciplinary learning and scholarship. The Glaxo Wellcome Professor is expected to take the lead role in facilitating interdisciplinary science and undergraduate science research. Evidence of commitment to undergraduate education, undergraduate research, and the liberal arts is essential. Preference is given to those with a proven record of securing external funds. The Glaxo Wellcome Professor receives twelve contact hours of reassigned time each year, supporting their scholarship, support of undergraduate research, faculty development activities, and some public responsibilities. The appointment is for five years, renewable for a second five years.

### 6.4.4 Breman Professor (Social Sciences)

The Sara and Joseph Breman Foundation and the Helen and Coleman Zageir Foundation have provided a

permanent endowment for the Sara and Joseph Breman Professorship of Social Relations. This professorship is awarded for a two-year term to a faculty member residing in one of the Social Science departments. A call for applications is made during the fall semester of the Breman Professor's second year. Applications are reviewed the following spring by the Dean of Social Sciences in consultation with the chairs of the Social Science departments, and the appointment is made by the Chancellor. The Breman Professor is named in the spring and his or her two-year term begins the subsequent fall.

#### **6.4.5 NEH Professor (Humanities)**

Supported by a grant from the National Endowment for the Humanities, the title of NEH professor is bestowed as a reward for scholarship and teaching in the Humanities. The NEH professor teaches a reduced class load (twelve contact hours of release time each year) and assists with faculty development in the Humanities area. The appointment is made by the Provost and VCAA for a term of 3 years.

#### **6.4.6 Owen Professor (Economics)**

Supported by a grant from the C. D. Spangler Foundation, the Owen Professorship is awarded to a Professor of Economics to recognize and to encourage excellence in the Department of Economics in teaching, scholarship, and professional and community service. The Owen Professorship provides twelve contact hours of reassigned time each year and financial resources which enables the pursuit of work that would not otherwise have been possible, preferably work that engages others in the university and in the community. The term of appointment is three years, which may be renewed.

#### **6.4.7 GlaxoSmithKline Professor (Molecular and Chemical Biology)**

The GlaxoSmithKline Professorship is supported by grants from the GlaxoSmithKline Foundation and the C. D. Spangler foundation. The appointment recognizes excellence in teaching and scholarship in the area of molecular and chemical biology, and is for a five-year term which may be renewed for a subsequent five-year term. The GlaxoSmithKline Professor receives twelve contact hours of reassigned time each year to enable support of undergraduate research.

#### **6.4.8 Roy Carroll Distinguished Professorship (Arts and Sciences Honors) ([SD5321S](#))**

The Roy Carroll Distinguished Professorship in Honors Arts and Sciences was made possible by a grant from the C.D. Spangler Foundation and a generous anonymous private gift. The Professorship is awarded to a tenured full professor who has a record of substantive contribution to the University and its mission as well as exemplary teaching across the liberal arts curriculum. The appointment comes with twelve contact hours of reassigned time each year. This important intellectual and leadership role has the following overarching responsibilities and expectations:

1. to engage in teaching, scholarship, and creative production that helps to increase the regional, statewide, and national visibility of the University and its mission;
2. to support ongoing mentorship and the success of students both here and beyond UNC Asheville, and in particular supporting opportunities to help students showcase their work to regional, statewide and national audiences

The Carroll Professor is expected to teach in his or her home department. The initial appointment is for a three-year term, with the possibility of a second three-year reappointment. The Carroll Professor will write a report each year on the activities engaged and the outcomes achieved.

#### **6.4.9 Howerton Professor (Humanities)**

Supported by a gift from Helen Howerton Lineberry and her husband Al Lineberry in memory of her father, Thomas Howerton, and a grant from the C. D. Spangler Foundation, the Howerton Professorship is awarded to a tenured full professor who has demonstrated exemplary teaching across the liberal arts curriculum and made substantive contributions to the University and its mission. The Howerton professorship has a four-fold responsibility: (1) to add knowledge for the betterment of humanity, (2) to enhance UNC Asheville's emphasis on an interdisciplinary study of Humanities infused across the curriculum, (3) to make more visible—locally, statewide, and nationally—UNC Asheville's dedication to the Humanities, and (4) to inspire excellence in the study of the Humanities by initiating and coordinating a

lecture series. The Professorship offers compensation in the form of a stipend and provides for twelve contact hours of reassigned time each year. The Thomas Howerton Distinguished Professorship is a three-year appointment, with the possibility of a second three-year reappointment.

#### **6.4.10 Interdisciplinary Distinguished Professor of the Mountain South (Any field)**

Supported by grants from the C.D. Spangler Foundation and the UNC Asheville Foundation, this professorship is awarded to a tenured full professor from any discipline who has demonstrated exemplary teaching across the liberal arts curriculum, scholarly expertise in a field related to the Mountain South, and substantive contributions to the University and its mission. The Professorship offers compensation in the form of a stipend and provides for twelve contact hours of reassigned time each year. The appointment is for three years, with the possibility of a second three-year reappointment.

### **6.5 Institutional Grants**

#### **6.5.1 University Research Council Grants**

Intramural Faculty Research Award Policies (Revised by VCAA 2007)

1. Publicity of the Intramural Faculty Research award opportunity will be the responsibility of the University Research Council (URC) and selection of proposals for funding will be made by the URC members with the approval of the VCAA.
2. Faculty members receiving Intramural Faculty Research awards will be notified by the URC.
3. Support should be acknowledged in publications resulting from intramural faculty research grants and one copy of each such publication should be donated to the URC.
4. When the grant period is completed, a final report must be submitted to the URC within thirty days. Requests for extension of the grant period must be received in writing by the Office of the Deans on or before the end of the grant period.
5. Current URC committee members are not eligible for these awards.

#### **6.5.2 University Teaching Council Grants**

Each year, if funds are available, the University Teaching Council accepts requests for funds for teaching related activities. that support professional development in teaching or pedagogical innovation. Faculty may request funds for travel to a pedagogical conference, purchase of supplies or equipment, stipends for peer mentors, funding for a guest speaker in a course, or other expenses related to innovation and development in teaching. Funding may not be used to support faculty stipends.

While all UNC Asheville faculty are eligible to apply, funding will be preferentially awarded to newer (full-time) faculty and applicants who have not received previous funding from UTC or the Center for Teaching and Learning (CTL). Recipients must be willing to share their teaching development experiences with an appropriate audience of colleagues, e.g., CTL or summer workshop, department colloquium, or library brown bag talk.

#### **6.5.3 University Service Council Grants**

Each year the Council will select recipients of grants to support appropriate service activities. These grants will be \$250 to \$1,000 for formal service activities on or off campus including international service. Emphasis will be placed on service that contributes to student learning and the professional development of the recipients.

### **6.6 FORMS for Section 6.0**

No forms for this section.

## 7.0 ADMINISTRATIVE POLICIES AND SERVICES

Following are highlights of administrative policies. See the UNC Asheville Policy and Procedures Manual(available online at <https://administration.unca.edu/policies/>) for a complete set of university policies.

### 7.1 Alcoholic Beverage Policy ([UNCA Policy 5200](#))

#### Background

The use of alcohol at social events on the campus of the University of North Carolina at Asheville must conform to the laws of North Carolina and the City of Asheville. North Carolina statutes on the purchase, possession and use of alcohol can be found at Chapter 18B of the N.C. General Statutes, and they include the following general principles:

1. Generally, only persons who are twenty-one years old or older may purchase Alcoholic Beverages and may possess and consume Alcoholic Beverages. At UNC Asheville, only students who are twenty-one years of age or older may possess or consume alcoholic beverages at their homes or temporary residences, including campus residence hall rooms where they reside.
2. It is unlawful and a violation of this policy for any person under the age of twenty-one to purchase, possess, or consume Alcoholic Beverages.
3. It is unlawful for any person to sell or give Alcoholic Beverages to anyone less than twenty-one years of age or to aid or abet a person under the age of twenty-one to purchase, to attempt to purchase, or to possess, any Alcoholic Beverage.
4. State law prohibits the Sale of any Alcoholic Beverage on the University campus by any person, organization, or corporation on property of the University except for an alumni organization that is conducting the sale for fund raising purposes, and except in an area designated as a “performing arts center”.
5. It is unlawful for any person to display any Fortified Wine, Spirituous Liquor, or Mixed Beverages at any athletic contest.
6. It is unlawful for any person to consume or offer to another person Fortified Wine, Spirituous Liquor, or Mixed Beverages on any public road, street, highway, or sidewalk.
7. Prepackaged caffeinated alcoholic beverages are prohibited on campus.

#### General Guidelines

- Student fees and state funds collected by the University may not be used to purchase alcoholic beverages.
- Students at least 21 years of age and their guests of at least 21 years of age may consume Alcoholic Beverages within their own private campus residence hall rooms, but not elsewhere, unless otherwise allowed by this policy. Such students are permitted to transport only unopened containers of Alcoholic Beverages to their private campus residence rooms, but those beverages are otherwise prohibited on the campus. All other service or consumption of alcohol on campus by students at least 21 years of age and guests of at least 21 years of age is prohibited, except as approved by the appropriate office, defined in [UNCA Policy 5200](#).

Associated Form: [Alcoholic Beverage Permit and Application](#)

### 7.2 Budget Process for Academic Areas (see [Section 1.5](#))

### 7.3 Campus Closing

#### 7.3.1 Holidays

A list of official UNC Asheville Holidays is available from the Office of Human Resources [here](#) .

#### 7.3.2 Inclement Weather (see [Section 3.1.4.3.2](#))

### 7.4 Academic Calendar ([SD10116S](#))

The Office of Academic Affairs prepares two academic calendars each year: a final draft of the Academic Calendar for the following year and a preliminary draft for the subsequent year. Both calendars are presented to the Chancellor's Senior Staff for initial approval and then to the Academic Policies Committee and the Faculty Senate for their approval. The calendar is available online at <https://registrar.unca.edu/schedule-classes-and-exams>.

## 7.5 Drug Abuse and Controlled Substance Policy

### Education, Prevention, Counseling and Rehabilitation

Just as the primary purpose of the University of North Carolina at Asheville is education, so also the University's major effort to address drug abuse should be educational in nature. The University shall maintain a comprehensive drug education program available to all members of the academic community (students, faculty, administration and staff). The activities of the program shall be the responsibility of the Drug and Alcohol Education Task Force composed of two faculty members appointed by the VCAA, two students appointed by the Student Government President and two staff/administrators appointed by the Chancellor. The VCSA or his or her designee shall Chair the committee. the Task Force shall develop and coordinate an ongoing program available to all members of the academic community that:

1. informs members of the academic community about the health hazards associated with drug abuse.
2. emphasizes the incompatibility of drug abuse and maximum achievement of personal and educational goals.
3. encourages members of the campus community to make use of available campus and community counseling, medical, and rehabilitation resources in dealing with drug abuse problems.
4. informs members of the academic community that they also may be subject to criminal prosecution for violating state laws relating to the illegal use, possession, delivery, sale, manufacture or creation of controlled substances.

UNC Asheville shall provide information about drug counseling and rehabilitation services to members of the University community, through campus-based programs for students and through community-based organizations for faculty, staff and students. Persons who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

For Enforcement and Penalties, along with Implementation and Reporting, see [UNCA Policy #5201](#).

## 7.6 Emergency Loan Fund

The Emergency Loan Fund is established to provide UNC Asheville faculty/staff a low interest alternative to borrow money for emergency situations. The Emergency Loan Fund is established through the generous gift of a donor and is maintained by the UNC Asheville Foundation. The maximum loan amount will be \$1000 in any twelve-month period. Forms are available in the Office of Human Resources. See [UNCA Policy #3253](#) for more information.

## 7.7 Emergency Response

If an emergency should arise on campus:

1. dial "9-911" to report the situation
2. contact the Office of Public Safety at 251-6710

See [UNCA Policy #5102](#) for more information.

## 7.8 Faculty and Staff Assistance Programs

The Faculty and Staff Assistance Program (FSAP) offers short-term counseling to help faculty and staff manage everyday life issues. These services are convenient, confidential, and available 24 hours, 7 days a week. For free and confidential assistance call [1-866-440-6556](tel:1-866-440-6556) or visit [Humana's website](#). Visit <https://hr.unca.edu/faculty-and-staff-assistance-program> for more information.

## 7.9 Faculty Guests

Faculty members are responsible for their personal guests while they are on campus.

## 7.10 Keys

Faculty may not duplicate keys to University offices or buildings nor loan those keys to other persons. The Department/Program Assistant will coordinate requests and issue of keys, and inform the user of the responsibilities associated with the key(s) issued. Users are fully responsible for issued keys.

All employees leaving UNC Asheville on a permanent basis will return their keys to the Department/Program Assistant.

## 7.11 Mail Service

UNC Asheville Mail Services exists to provide timely and error-free mail delivery, collect and post outgoing US mail, collect and distribute intra-campus mail, assist campus mailers to save by taking maximum advantage of automation

discounts, provide accurate and timely billing of postage to campus departments, and stay current with rapidly changing regulations and technology in the mailing industry, publishing these to the campus as needed.

For more information, see [UNCA Policy #4220](#).

### 7.12 Parking and Traffic Policies

All UNC Asheville faculty, staff and students must properly register their vehicles with the Public Safety Office. Faculty and staff may purchase parking decals for green designated areas with white lettering by submitting a completed UNC Asheville vehicle registration card and the proper fee to the Public Safety. Additional decals for a second vehicle may be purchased at a reduced fee.

For further details see [UNCA Policy #5101](#)

Parking for Special Events or Campus Visitors: <https://police.unca.edu/parking-special-events>

Transportation and Parking Information: <https://transportation.unca.edu/>

### 7.13 Safety Health and Environmental Policy

The Environmental, Health and Safety Team is charged with ensuring the operations of the University are performed in a manner that maintains the safety of faculty, staff, students, visitors, contractors and the community. The EHS Team manages compliance with environmental, health and safety regulations including but not limited to the Occupational, Health and Safety Administration (OSHA), Environmental Protection Agency (EPA)/North Carolina Department of Environment and Natural Resources (NCDENR), Department of Transportation (DOT) and the Nuclear Regulatory Commission (NRC).

For more information, see <https://ehs.unca.edu/>.

### 7.14 Smoking Policy (SD0993S)

The University of North Carolina Asheville (the "University") is dedicated to maintaining a healthy working and learning environment. Smoking is prohibited inside University buildings, facilities, and residence halls. Smoking is also prohibited in all outdoor areas within the University Heights loop around campus, except for in areas [designated as smoking areas](#). Smoking will also be prohibited within 100 feet of University buildings, outdoor athletic facilities, and outdoor recreation facilities. The only exception to this 100-foot rule is outside University Residence Halls, where outdoor designated smoking areas may be closer to buildings for the purpose of resident safety.

For the purpose of this policy, smoking is defined as burning or vaporizing any type of tobacco or nicotine product including, but not limited to, cigarettes, e-cigarettes, cigars, cigarillos, pipes, bidis, vape pens, and mods. See also [UNCA Policy #5202](#) for more details.

### 7.15 Telephone Use

Faculty are provided with telephones and individual office phone numbers, all connected to a Voice Over Internet Protocol (VOIP) system. For assistance with VOIP telephones, please contact the ITS Helpdesk at 828.251.6445 or [helpdesk@unca.edu](mailto:helpdesk@unca.edu).

### 7.16 Travel Regulations (see [Section 4.1.5](#))

### 7.17 Tuition Free Courses for Faculty and Staff

As a benefit of employment at UNC Asheville, employees may take part in three programs designed to assist employees and their dependents with continued education through the University of North Carolina System and North Carolina Community Colleges.

**The Tuition & Fees Waiver Program** is offered to full-time UNC Asheville employees for up to three classes per year (including summer). These classes may be taken at any UNC campus except summer courses which must be taken at UNC Asheville. Tuition is waived at all campuses, but not all campuses waive fees.

The **Academic Assistance Program** offers UNC Asheville employees the opportunity to be reimbursed up to \$300 per course for up to three courses per academic year, if funding is available, when proof of payment and passing grade are submitted.

For more information, visit the Human Resources website at <https://drive.google.com/file/d/11VtZCW1LqXbOCiPEUmhslAVdFsVG3ctE/view>.

### **7.18 Use of or Access to University Facilities**

[UNCA Policy #4210](#) describes policy on space scheduling and use, and [UNCA Policy #5205](#) describes outdoor access and exterior space use. Unless granted permission by contract or otherwise approved by the Chancellor, faculty are not to use University facilities for personal use. To make reservations for campus meeting space, visit <https://studentactivities.unca.edu/reservations>

### **7.19 Use of State Owned Vehicles (see [Section 4.1.4](#) and [UNCA Policy #4110](#))**

### **7.20 FORMS for Section 7.0**

## 8.0 STUDENT AFFAIRS POLICIES AND PRACTICES

### 8.1 Student Handbook

The [UNC Asheville Student Handbook](#) is available from the Office of Student Affairs. It contains information on policies and procedures relating to students.

### 8.2 Awards and Grants

#### 8.2.1 Recognition of Student Achievements

An awards ceremony is held each spring to honor student and faculty recipients of campus leadership awards. Contact the Division of Student Affairs for more information (<https://studentaffairs.unca.edu/>).

University academic awards, including departmental distinction and Latin honors, are recognized during commencement events. Recipients of departmental academic awards are invited to an annual reception hosted by the Chancellor.

#### 8.2.2 Scholarships

The Financial Aid Office has information and applications for both on-campus and off-campus scholarship programs, including departmental scholarships. Encourage students to take advantage of these opportunities. More information is available at <https://financialaid.unca.edu/>.

#### 8.2.3 Undergraduate Research Council

The Office of Undergraduate Research Program (<https://urp.unca.edu/>) administers research grants for students which are intended to further the aims and objectives of undergraduate research at UNC Asheville. In addition, travel grants may be available to support students presenting at undergraduate research conferences, including the National Conferences on Undergraduate Research (NCUR) and regional undergraduate research conferences.

### 8.3 Rights and Responsibilities

#### 8.3.1 Academic Honesty (SD4396S) amended by SD4406S

As a community of scholars dedicated to learning and the pursuit of knowledge UNC Asheville relies on the honesty and academic integrity of all the members of its community. Any act of plagiarism or cheating is academic dishonesty. A person who knowingly assists another in cheating is likewise guilty of cheating. According to the instructor's view of the gravity of the offense, a student may be punished by a failing grade or a grade of zero for the assignment or test, or a failing grade in the course. If it seems warranted, the instructor may also recommend to the Provost dismissal or other serious university sanction.

A student accused of academic dishonesty should talk with his or her instructor. In all situations where a student has been disciplined for plagiarism or cheating, the instructor is to submit to the VCAA a brief statement of the case; the student is to receive a copy of this document. Depending upon the severity and/or repetition of the offense, the VCAA may choose to impose a penalty of cancellation of graduation with honors; cancellation of scholarships; dismissal from the university; or any other penalty which he or she deems logical and deserved. A student has 10 class days to respond to this document, in writing; this response is to be sent to the VCAA for attachment to the document submitted by the instructor.

The student may choose to contact the Faculty Conciliator, who will advise the student of his or her rights, and attempt to mediate between the student and the instructor before proceeding to bring the case before the Academic Appeals Board. If the student is satisfied with the results of this mediation, then the formal hearing before the Board will not take place. The request for this formal hearing must be made by the student within ten class days of receiving the copy of the instructor's statement to the VCAA.

### **8.3.2 Policy on Academic Misconduct (SD2282) (SD2520S)**

#### Charges of Academic Misconduct

In the event that an instructor accuses a student of academic misconduct, the student has the right to a hearing to determine the question of fact. Pursuant to that determination, disciplinary action such as the lowering of a grade due to the alleged action will be held in abeyance. In determining the facts the burden of proof will be upon the instructor who makes the allegation.

#### Definition

Academic Misconduct is any act that constitutes cheating or plagiarism.

#### Procedures

Step 1. The student shall request a hearing by conferring with the Faculty Conciliator (see [Section 10.3.3](#)) within ten class days of the accusation. Failure to meet this time limit is taken as acknowledgment that the instructor's charge is true and any right to a later hearing is forfeited.

Step 2. The Faculty Conciliator will in writing request from the instructor a written statement of the charge, and the nature of the evidence upon which the charge rests. Upon receipt of this, the Conciliator may attempt to resolve the matter directly.

Step 3. If this appears to be inappropriate or is unsuccessful, the Conciliator forwards a copy of the instructor's charge to the student and to the Chair of the Academic Appeals Boards (AAB, see [Section 10.2.7](#)).

Step 4. The Chair of the AAB will invite the student to provide a written response to the instructor's charge. The instructor's charge and the student's response will be provided to the AAB members attending the hearing prior to the meeting.

\*Step 5. The Chair of the AAB will convene the hearing no sooner than five class days or later than 10 class days after receipt of the statement of charges. At the closed hearing, the instructor as well as the student will be present. Witnesses for either party may be called in to present evidence. After the instructor has presented the charge and supporting evidence, the student has the opportunity to be heard and to present evidence and his or her explanation of what took place in the matter of academic misconduct.

Step 6. The AAB by a simple majority of those present shall determine the question of fact based upon the preponderance of evidence. The AAB Chair shall then notify in writing both parties to the Hearing. If it is found that the instructor has not proven the case against the student, the AAB should indicate in writing that any action taken by the instructor to lower the student's grade or otherwise punish the student on the basis of the original accusation would not be justified by the evidence.

A statement of the AAB's findings shall be forwarded to the Registrar's Office for inclusion in the student's file.

Step 7. If the AAB determines that this is a second offense or more by the student, it may recommend dismissal to the VCAA.

\*A class day is any day in which the University is in session according to the academic fall-spring calendar. If the student is unable to file a grievance due to the end of classes for the summer, the student must notify the Conciliator in writing within 20 days of his or her intention to file when classes resume in the fall.

### **8.3.3 Class Attendance (see [Section 3.1.4.3.4](#))**

### **8.3.4 Student Grievance Procedure ([SD2620S](#) [SD2981](#); See also the [UNC Asheville Student Handbook](#))**

A student grievance procedure exists to serve all enrolled students at UNC Asheville in the event that they judge they have been improperly or unfairly treated in academic matters. The detailed procedure may be found in the Student Handbook. It should be noted that written notice of the grievance must be filed with the Faculty Conciliator within 20 class days of the incident or of the time a student could reasonably be expected to know of the incident.

#### Purpose

The purpose of the student grievance procedure is to provide each student enrolled at UNC Asheville with a standardized, formal process for seeking a resolution when, in their judgment, they have been treated unfairly or improperly in an academic matter by a faculty member of this University.

#### Definitions

Unfair or improper treatment of a student by a faculty member is defined to be:

1. The instructor's failure to abide by stated university policies, or failure to abide by written or stated course policies in such a way as to adversely affect the student's academic standing;
2. abusive or improper conduct on the part of the instructor that clearly has an adverse affect on the student's academic standing,
3. the instructor's prejudiced or capricious grading practices.

#### Grievance Procedure

Step 1. If a student believes that they have been treated unfairly or improperly by a faculty member, a conference must be scheduled with the instructor to discuss the matter. The student must explain their position to the instructor and attempt to understand the justification for the instructor's actions. The purpose of this meeting is to attempt to reach a mutual understanding of the student's situation and the instructor's actions and to resolve all differences in an informal, cooperative manner.

Step 2. If, because of the circumstances of the grievance, it is impractical to consult promptly with the instructor, or if the student is unsatisfied with the results of Step 1, the student must seek the assistance of the Faculty Conciliator within 20 class days after the incident, or after the time the student could reasonably be expected to know of the incident. The Conciliator's role is to guide the student through the remaining steps.

Step 3. Within five class days after the initial meeting with the student, the Conciliator must then meet with the instructor and the instructor's chairperson in order to seek an amicable solution. If, when the Conciliator reports to the student the substance of the meeting, the student is still dissatisfied, he or she may then wish to proceed to Step 4 and file a formal grievance.

Step 4. To file a grievance, the student must obtain a grievance petition from the Conciliator. The petition must specify the date of the incident and detail the student's grievance against the instructor. The student must then file the petition with the Conciliator. This filing must occur within 20 class days of the incident or of the time a student could reasonably be expected to know of the incident. In cases of doubt concerning the application of the time limit, the Conciliator will decide. Failure to meet this deadline forfeits the right of appeal. The Conciliator must then immediately forward a copy of the petition to the instructor, to the instructor's department Chair, and the Chair of the AAB.

Step 5. Upon receipt of the student complaint, the Chair of the AAB will invite the instructor to provide a written response. If the grievance is related to any form of accommodation, the Office of Accessibility will also be invited to provide clarification of the relevant accommodation policy.

Step 6. The Chair of the AAB shall convene a meeting of the Board no sooner than five class days nor longer than ten class days after receipt of the Grievance Petition. In a closed hearing, the student shall present their grievance, along with relevant supporting evidence and pertinent arguments. They may only address issues that are described in the Grievance Petition. The instructor shall be given an opportunity to respond to the charges. The votes of two faculty members and two student members that are in concurrence with the student's position shall be required in order for the grievance to be found valid.

Step 7. If a grievance is unfounded the AAB shall provide written notification of that fact to the student, the faculty member, and the departmental Chair. If a grievance is deemed valid, the Board shall forward a written account of its deliberations, including its recommendations for redress, to the student, the faculty member, the department Chair, and the VCAA. The Chair of the AAB, after consultation with the VCAA, shall convene a meeting of themselves, the VCAA, the Conciliator, and the faculty member to discuss the matter and suggest strategies for resolving the grievance.

Faculty Conciliator (see [Section 10.3.3](#))

Academic Appeals Board (AAB) (see [Section 10.2.7](#))

#### **8.3.5 Student Referrals ([SD5606S](#))**

In the case of disruptive behavior by students in the learning environment see [Section 5.2.10](#) Disruptive Behavior in the Classroom. Other disruptive behavior may be referred as outlined in the [Student Code of Community Standards](#).

If there are concerns about the well-being of a student, whether academically or personally, faculty and staff are encouraged to facilitate a conversation with the student or to refer students to the [CARE and Crisis Team](#).

## 8.4 Organizations

There are dozens of recognized student organizations on campus, some of which have advisors who are members of the faculty. A list is available at <https://unca.presence.io/organizations>.

Each year, the Office of Student Development and the Student Government Association have the responsibility of [recognizing student organizations](#) in order for them to receive funding for activities and the use of various campus facilities. Existing organizations must be recognized each year by filling out the appropriate forms in the fall. Both old and new organizations must submit list of officers and the name of the faculty/staff advisor before they can be recognized. All forms and additional information may be obtained from the SGA office.

The Campus Commission exists for the purpose of funding organization-sponsored activities. All check requests from student organizations need to be made in advance through the Campus Commission office located in the Highsmith University Center.

All recognized student organizations must have a UNC Asheville faculty or staff sponsor. Being an organization advisor can be a rewarding experience and important extension of the classroom.

### 8.4.1 Student Government Association (SGA)

The University of North Carolina at Asheville Student Government Association is here to serve students through organization, representation, education, and leadership. We work in collaboration with student organizations, academic departments, university administration, the Association of Student Governments, local Asheville businesses and organizations, and many other partners to advocate for students and enhance the student experience.

Every student enrolled at UNC Asheville is considered an SGA member and is invited to get involved. Officials are elected each spring, except freshman senators who are elected in the fall. Appointments of qualified applicants are made throughout the year. A 2.0 (or better) grade-point average and current enrollment in at least six semester hours of classes is required to hold a position.

The SGA office is located in the Highsmith Student Union. More information is available at <https://sga.unca.edu/>.

## 8.5 Student Conduct Code

Apart from [Academic Misconduct](#), student conduct on the UNC Asheville campus is governed by the University Judicial Code (UJC) adopted by the Student Government Association and UNC Asheville Administration. It is described in the Student Code of Community Standards, described in the [UNC Asheville Student Handbook](#). Violations of the Code are directed through the [Citizenship Education Coordinator](#), which serves to provide students a safe learning environment through the handling of student disciplinary issues in a true developmental manner.

## 8.6 Student Counseling and Career Advising

### 8.6.1 Counseling Center

UNC Asheville's Health and Counseling Center provides services that are designed to promote and maintain the health of all students to maximize academic success. The staff engages students in a variety of health promotion activities that focus on topics relevant to most college students including stress management skills, healthy eating behaviors, safer sex, and mature choices about alcohol use.

The Center is staffed with professionals from a variety of disciplines, including: a physician, physician assistants, family nurse practitioners, registered nurses, licensed practical nurses, psychologists, licensed professional counselors and highly qualified support staff. We strive to meet the individual needs of each student by providing confidential health and counseling services and referring to appropriate community

resources, if needed.

All students are entitled to use the Health & Counseling Center free of charge. Most services are provided free of charge or at a nominal fee. A student's health insurance does not impact their ability to access these on-campus services.

More information is available at <https://healthandcounseling.unca.edu/>

### **8.6.2 Career Center**

The UNC Asheville Career Center supports students and alumni as they take steps toward leading successful, flourishing lives as leaders and contributors to their communities by:

- coaching students and alumni as they develop self awareness, establish goals, and make career choices
- educating students and alumni on tools, resources and strategies to manage their careers in an increasingly diverse, dynamic, and connected world
- connecting students and alumni with education, internship, and work opportunities to use their liberal arts education

More information is available at <https://career.unca.edu/>

### **8.7 FORMS for Section 8.0**

No forms for this section.

## 9.0 EXTERNAL RELATIONS POLICIES

### 9.1 Prospect Clearance (Fund Raising)

See the University Policies and Procedures Manual [PPM #6002](#) for information.

#### 9.1.1 Raffles

See the University Policies and Procedures Manual [PPM #6003](#) for information.

### 9.2 Grants and Contracts

The submission of proposals by faculty, staff, and students at UNC Asheville for external funding is encouraged. Such activities are coordinated by the Office of Sponsored Research, a part of the Center for Teaching and Learning. Advance notice of submission is required. Please contact the Office of Sponsored Research or visit the web page for more information (<https://ctl.unca.edu/>, select link to "UNC Asheville Sponsored Research") or (<https://ossp.unca.edu/>).

Indirect costs are received by UNC Asheville as a result of grant activity and are placed into the Overhead Receipts Fund. State regulations require that a portion of these funds be transferred to the Operating Fund as an offset to appropriations. The remaining funds may be budgeted and used by the institution as approved by the Office of State Management and Budget. Please contact the Office of Sponsored Research for more information (<https://ctl.unca.edu/>, select link to "UNC Asheville Sponsored Research") or (<https://ossp.unca.edu/>).

### 9.3 Umstead Act

This Act covers faculty providing services in competition with private enterprise. If a faculty member is providing services that might be in competition with private enterprise, they should contact the Office of the VCAA for more information.

### 9.4 Intellectual Property

Ownership and use of intellectual property at UNC Asheville is governed by the following policies:

Copyright Use & Ownership, Policy 1103  
<https://administration.unca.edu/policies/1103>

Response to Allegations of Copyright Infringement, Policy 3004  
<https://administration.unca.edu/policies/3004>

#### 9.4.1 Patent Policy

##### 1. General

- a. 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 has an interest in all inventions of University personnel that are conceived or first actually reduced to practice as part of or as a result of University research, activities within the scope of the inventor's employment by the University, and activities involving the use of University time, facilities, staff, materials, University information not available to the public, or funds administered by the University.
- b. The University may also have an interest in inventions under the terms of contracts, grants or other agreements. Faculty, staff, and students, whose inventions are made on their own time and without University facilities, materials, or resources and which inventions are, therefore, their exclusive property as specified by the Patent and Copyright Policies, may avail themselves of the opportunity to submit the invention to the University for possible patenting and/or commercial exploitation and management under terms to be agreed between the inventor and the University.

- c. The provisions of the Patent Procedures are subject to any applicable laws, regulations or specific provisions of the grants or contracts which govern the rights in inventions made in connection with sponsored research.
- d. Under the terms of certain contracts and agreements between the University and various agencies of government, private and public corporations and private interests, the University is or may be required to assign or license all patent rights to the contracting party. The University retains the right to enter into such agreements whenever such action is considered to be in its best interest and in the public interest. Ordinarily the University will not agree to assign rights in future inventions to private corporations or businesses.

## 2. Responsibilities of University Personnel

- a. University personnel who, either alone or in association with others, make an invention in which the University has or may have an interest shall disclose such inventions on forms provided for this purpose by the Office of the Provost and VCAA (Appendix A). The Office of the Provost and VCAA will promptly acknowledge its receipt of completed disclosure forms and will distribute such forms to the Intellectual Property Committee for consideration at its next meeting.

The Intellectual Property Committee will review each written disclosure promptly. The inventor or his or her representative shall be allowed to examine all written materials submitted to the Committee in connection with his or her disclosure and to make a written and, where practicable, oral presentation to the Committee. The Committee will decide on the proper disposition of the invention to secure the interests of the University, the inventor, the sponsor if any, and the public. Its decision may include, but is not limited to, one or a combination of the following:

1. To submit the disclosure for review by a patent or invention management firm.
2. To make inquiries of potential licensees that may have an interest in the invention, including the financing of a patent application, where applicable;
3. To study the practicality of applying for a patent with University resources (an option with limited application because of financial constraints);
4. In proper cases, to release its rights to the inventor subject to an agreement to protect the interests of the University, the sponsor if any, and the public, including an obligation to pay to the University a percentage of future royalties; and;
5. To dedicate the invention to the public.

Within four weeks of the receipt of the disclosure, the inventor will be notified in writing of the decision of the Committee on (1) the equities involved including financial participation, (2) whether the University will accept assignment of the invention for patenting, licensing and/or commercial handling as applicable. If the University chooses neither to file a patent application or otherwise make available commercially nor to dedicate to the public an invention in which it asserts its rights, the invention at the Committee's discretion may be released in writing to the inventor, with the permission of the sponsor, if any. If, after the University has filed a patent application, it decides to abandon the patent, the inventor will be promptly notified in writing, and all rights at the Committee's discretion may be released by written agreement to the inventor, with the permission of the sponsor, if any.

In those cases in which the University has obtained a patent without obligation to sponsors, if no arrangement has been made for commercial development within a reasonable period from the date of the issuance of the patent, the inventor(s) may request in writing a release of the University's plans for the development of the invention.

As to any invention in which the University has an interest, the inventor, upon request, shall execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in the University or its assignees any or all rights to the invention, including complete assignment of any patents or patent applications relating to the invention.

- b. University personnel may not: (1) sign patent agreements with outside persons or organizations which may abrogate the University's rights and interests as stated in The Patent Policy or as

provided in any grant or contract funding the invention, nor (2) without prior authorization use the name of the University or any of its units in connection with any invention in which the University has an interest.

### 3. Publication and Public Use

The University strongly encourages scholarly publication of the results of faculty and student research. Though the Patent and Copyright Policies do not limit the right to publish, except for short periods of time necessary to protect patent rights, publication or public use of an invention constitutes a statutory bar to the granting of a United States patent for the invention unless a patent application is filed within one year of the date of such publication or public use. Publication or public use also can be an immediate bar to patentability in certain foreign countries.

In order to preserve rights in unpatented inventions, it shall be the duty of the inventor, or of his or her supervisor if the inventor is not available to make such report, to report forthwith to the Provost and VCAA any publication, submission of manuscript for publication, sale, public use, or plans for sale or public use, of an invention, if a disclosure has previously been filed. If an invention is disclosed to any person who is not employed by the University or working in cooperation with the University upon that invention, a record shall be kept of the date and extent of the disclosure, the name and address of the person to whom the disclosure was made, and the purpose of the disclosure.

After disclosure to the Intellectual Property Committee, the inventor shall promptly notify the Provost and VCAA of the acceptance for publication of any manuscript describing the invention or of any sale or public use made or planned by the inventor.

### 4. Inventor Requests for Waiver of University Rights

If the inventor believes that the invention was made outside the general scope of his or her University duties, and if he or she does not choose to assign the rights in the invention to the University, he/she shall, in his or her invention disclosure, request that the Intellectual Property Committee determine the respective rights of the University and the inventor in the invention, and shall also include in his/her disclosure information on the following points:

- a. The circumstances under which the invention was made and developed;
- b. The employee's official duties at the time of the making of the invention;
- c. Whether he or she requests waiver or release of any University claims or acknowledgment that the University has no claim;
- d. Whether he or she wishes a patent application to be prosecuted by the University, if it should be determined that an assignment of the invention to the University is not required under the Patent and Copyright Policies; and
- e. The extent to which he or she would be willing voluntarily to assign domestic and foreign rights in the invention to the University if it should be determined that an assignment of the invention to the University is not required under the Patent and Copyright Policies.

### 5. Revenue Sharing

- a. The University shall share revenue which it receives from patents or inventions with the inventors. As noted in Section A.4, specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions made in connection with sponsored research; consequently, revenues the University receives from such inventions may be exclusive of payments of royalty shares to sponsors or contractors. Moreover, the University expects to contract with outside persons or organizations for the obtaining, managing and defending of patents, and any royalty shares of expenses contractually committed to such persons or organizations may be deducted before revenues accrue to the University.
- b. The revenues (net, if applicable per the preceding paragraph) which the University receives from a patent or invention will be applied first to reimburse the University for any incremental expenses incurred by it in obtaining and maintaining patents and/or in marketing, licensing and defending patents or licensable inventions. After provision for such expenses, the inventor's share of such revenues received by the University shall be as follows: 50% of the first \$25,000, 35% of the next

\$25,000, 20% of the next \$25,000, 15% thereafter. In the case of co-inventors, each such percentage share shall be subdivided equally among them, unless the University in its sole discretion determines a different share to be appropriate. Applicable laws, regulations or provisions of grants or contracts may, however, require that a lesser share be paid to the inventor. In no event shall the share payable to the inventor or inventors in the aggregate by the University be less than 15% of gross royalties received by the University.

- c. To the extent practicable and consistent with State and University budget policies, the remaining revenue received by the University on account of an invention will be dedicated to research purposes, including research in the inventor's department or unit, if approved by the Chancellor upon recommendation of the University Intellectual Property Committee.

6. Administration (revised by [SD3402S](#)) ([SD1105S](#))

- a. The University recognizes that the evaluation of inventions and discoveries and the administration, development and processing of patents and licensable inventions involves substantial time and expense and requires talents and experience not ordinarily found in its staff; therefore, in most cases it expects to contract with outsiders for these services. It may enter into a contract or contracts with an outside organization covering specific inventions or discoveries believed to be patentable and patents developed therefrom, or covering all such inventions, discoveries and patents in which the University has an interest.
- b. The Intellectual Property Committee (IPC) reports to the VCAA and shall have such responsibilities as the Chancellor may specify concerning copyrights and patents, including but not limited to the following duties:
  - o Propose to the appropriate advisory and governing bodies revisions to UNC Asheville's policies on the use of copyrighted materials (e.g., classroom distribution of photocopies, web site content, online service provider exemptions, under the Digital Millennium Copyright Act) and the ownership of intellectual property.
  - o Recommend to the VCAA a continuing program to educate UNC Asheville faculty, staff and students about the use of intellectual property.
  - o When new guidelines become available from the UNC system, propose to the appropriate advisory and governing bodies' revisions to UNC Asheville's policies on the use of copyrighted materials and the ownership of intellectual property.
  - o Monitor developments in intellectual property law as it relates to changes in instructional and communications technology in order to propose to the appropriate advisory and governing bodies' revisions to UNC Asheville's policies on the use of copyrighted materials and the ownership of intellectual property.
  - o Carry out duties previously ascribed to the UNC Asheville Patent Committee in section 9.4 of the UNC Asheville *Faculty Handbook*.
  - o Provide advice to UNC Asheville personnel concerning interpretation of UNC Asheville intellectual property policies and procedures.

Membership:

The Faculty Welfare and Development Committee shall nominate faculty members to the Faculty Senate for staggered three-year terms. Terms are renewable. The Committee shall be constituted as follows:

- o UNC Asheville faculty
  - Humanities (1)
  - Natural Sciences (1)
  - Social Sciences (1)
- o *Ex Officio*:
  - Dean of Faculty
  - Director, Computer Center
  - Director, Special Academic Programs

- Director, University Printing
- Director, University Publications
- University Librarian
- University General Counsel

*Ex Officio* and appointed positions shall each have one vote on the overall committee.

#### **9.5 Political Activity (see [Section 13.2.5](#))**

#### **9.6 Publicity for Faculty Activities**

The Office of Public Information is responsible for publicizing faculty activities such as awards and honors, grants, and publications through University Publications and new releases to area media. Faculty may submit activities for publicity via email to [communication@unca.edu](mailto:communication@unca.edu).

#### **9.7 University Research Relations with Private Enterprise and on Publication of Research Findings ([UNCA PPM #1401](#))**

#### **9.8 FORMS for Section 9.0**

No forms for this section.

## 10.0 COMMITTEES AND SERVICE APPOINTMENTS

### 10.1 Governance ([SD9216S](#))

The faculty have a tradition of influence and involvement in governance and decision making at UNC Asheville. The structures through which faculty participate in decision making include: the UNC Asheville Faculty Senate; the University Planning Council; the Position Allocation Committee; elected committees; appointed standing committees; and other appointments/assignments. All full-time faculty can expect to serve on one or more of these bodies. Faculty are encouraged to register their professional judgments through these groups as the task of delivering educational services to our students and managing the institution is a joint effort of faculty, administration, staff and students. In appointing or electing members of committees, attention should be paid to gender, racial, and professional diversity. Unless specified otherwise, committee members may be reelected or reappointed to a committee the year after their term is completed.

The Provost, with approval from FWDC, may temporarily increase the number of members within a committee on an as-needed basis for one academic year with the possibility of renewal. Any increases in the number of members must reflect the original intent of committee membership.

#### 10.1.1 University Planning Council (UPC) ([SD8407S](#) [SD8312S](#))

The University Planning Council, recreated in the spring of 2007, functioned, in a previous form, as an advisory committee to the Chancellor and the Faculty Senate for over two decades after it was first constituted in 1980-81.

##### **Purpose**

The University Planning Council provides a context for sharing information and making recommendations to the Chancellor as requested by the Chancellor or the campus community with respect to matters of budget, programs, planning, state administration, mission, and campus life.

##### **Duties**

- a. Assist in the development, communication, and implementation of University planning.
- b. Participate in the annual setting and communicating of University budget priorities.
- c. Review periodically the University mission, goals, values, and strategic plan, and progress towards realizing these.
- d. Provide advice to the Chancellor about monitoring institutional effectiveness.
- e. Help respond to UNC System initiatives and directives.
- f. Meet periodically with the Board of Trustees as appropriate to discuss these or similar issues.

##### **Membership**

- 8 members of the faculty, including the 6 members of the Institutional Development Committee, the remainder appointed by the senior academic officer
- 4 members of the staff, one of whom is selected by Staff Council and the remainder appointed by the Chancellor
- 2 students, one of whom is selected by SGA and one appointed by the Vice Chancellor for Student Affairs
- Chancellor
- Vice Chancellors (Academic Affairs, Finance and Operations, Student Affairs)
- Chief of Staff
- Director of Institutional Research
- Chief Information Officer
- Director of Human Resources
- Director of Institutional Effectiveness

Appointments will be made by the end of the spring semester and, where possible, for two-year staggered terms. Unexpected openings will be filled by consultation of the Chair and the Vice Chair.

##### **Chair**

The Chancellor will serve as Chair and the Chair of the Institutional Development Committee will serve as the Vice Chair.

#### 10.1.2 Position Allocation Committee ([SD2014F](#)) ([SD8508S](#)) ([SD1904S](#))

The Position Allocation Committee is the primary means by which faculty can have input into the allocation process whenever a new faculty line is available or whenever an existing line becomes open (through retirement, resignation, or non-renewal of contract).

#### Structure:

The Committee consists of:

- Provost
- Dean of Natural Sciences
- Dean of Social Sciences
- Dean of Humanities
- Associate Provost and Dean of University Programs
- 4 Department Chairs or Program Directors, serving staggered 2-year terms
  - One from each program area, chosen by the chairs and program directors in that program area.
  - No person may be reappointed for consecutive terms.
  - No department/program may be represented by its chair/director in consecutive terms.
- 1 Faculty Senate representative, serving 2-year term
  - Appointed by the Faculty Senate Executive Committee.

Two persons from the same department should never serve on this committee at the same time.

#### Duties:

- To consider the faculty hiring implications of the university's strategic objectives, curricular reforms, national trends in higher education, and current university data.
- To review faculty hiring guidelines annually based on assessment of university faculty needs.
- To make recommendations to the Provost regarding the allocation of faculty lines to academic departments and programs after considering requests for positions, assessment of university faculty needs, and faculty hiring guidelines.

#### Rules for Voting:

A member may not vote for a proposal from his or her department or program of appointment or joint appointment.

### 10.1.3 Faculty Senate (see also [Section 10.2.2](#))

The UNC Asheville Faculty Senate is empowered to act as the legislative body of the faculty. See [Section 14.1](#) for the complete text of the Constitution of the Faculty Senate. Senate Committees include: Executive, Academic Policies, Institutional Development, Faculty Welfare and Development. Senate action is reported to the faculty and forwarded to the Chancellor or the Provost and VCAA. The Chancellor must approve all policy proposals and new programs from the Faculty Senate and the Provost and VCAA approves all course proposals. Faculty may discuss, amend, endorse or veto any Senate action as prescribed in Article II, Section 1, of the Senate Constitution.

#### 10.1.3.1 Requirement for Two Readings of All Matters of Policy (SD0288E)

Motions involving matters of policy shall be proposed in writing to the Faculty Senate one meeting in advance of their consideration. A two-thirds vote of the members present will be required in order to propose and consider a motion regarding a matter of policy during a single meeting.

#### 10.1.3.2 Computerized Senate Document System

Senate documents and minutes are available on the web at: <https://www3.unca.edu/facultysenate/minsanddocs.html>. The official documents remain the originals with the signatures of the Senate Chair and Provost and VCAA or Chancellor. Documents and minutes beginning with the 1977-1978 academic year have been entered into the system. Documents from earlier years will be entered as time allows.

### 10.2 Elections by the Faculty (SD9213S)

As directed by [The Code](#), [UNCA Tenure Policies and Regulations](#), various policy statements, and terms of specific gifts to UNC Asheville the faculty annually elects members to the Faculty Senate and the committees described in this section.

#### 10.2.1 Eligibility and Election Procedures

In order to determine faculty eligibility to vote and stand for election, the Provost and VCAA shall inform FWDC of

- Faculty retirements, phased retirements, resignations, end of contracts, leaves, exchanges, or off-campus scholarly assignments formally accepted or approved as of February 1 of the year elections are to be held.
- All faculty members returning from temporary non-teaching assignments, leave, exchanges, or off-campus scholarly assignments for the beginning of the next academic year.
- All faculty members on one-year lecturer or visiting contracts

##### 10.2.1.1 Eligibility to Vote

Faculty members serving on the Chancellor's staff or the staff of the Provost and Vice Chancellor for Academic Affairs will not be eligible to vote or stand for election on Faculty Senate or faculty elected committees regardless of rank or teaching load. Individuals serving in Special Fixed-Term Faculty Appointments ( 14.2 Section III:c. 1.d.) will not be eligible to vote. All other full-time ranked faculty members and all faculty members in phased retirement will be eligible to vote.

### 10.2.1.2 Eligibility to Stand for Election

Eligibility to stand for election for Faculty Senate and faculty elected committees is governed by both general requirements and requirements specific to the particular elected body. Requirements related to all faculty elections are listed below. Specific requirements for the Faculty Senate are found in Section 10.2.2; the Committee of the Tenured Faculty in Section 10.2.3, the Faculty Committee on Hearings in Section 10.2.4; the Faculty Grievance Committee in Section 10.2.5; the Post-Tenure Review Committee in Section 10.2.6; the Academic Appeals Board in Section 10.2.7; UNC Faculty Assembly in Section 10.2.8. Any questions of eligibility shall be resolved by the Executive Committee of the Senate.

General requirements to be eligible to stand for election in any faculty election:

- Must be eligible to vote in faculty elections
- Must not be absent for any part of the next academic year due to end of contract, full retirement, phased retirement, resignation, leave, exchange, or other off-campus scholarly assignment.
- Must not be on a one-year lecture contract

### 10.2.1.3 Election Procedures ([SD5521S](#))([SD3218S](#))([SD6815S](#))

In order to prepare ballots, all eligible faculty members must be assigned to one of the three program areas – Humanities, Social Sciences, or Natural Sciences.

The names of faculty who have accepted the nomination by another faculty member for Faculty Senate or an elected faculty committee or who have self-nominated will have their interests noted on the ballot. Nominations and self-nominations must be submitted to a designated FWDC member no less than 5 days prior to the election date. ([SD6305S](#))

Faculty interested in serving on Faculty Senate or any elected faculty committees are asked to provide responses to the following questions:

1. What is your current position and length of service at UNC Asheville? (25 word maximum)
2. Why are you interested in serving in this position? (50 word maximum)
3. Please describe any relevant interests or experience you would bring to this position. (50 word maximum) Responses will be collected through a Google Form by the Faculty Senate Administrative Assistant and shared with the faculty as part of the election announcements emails.

If a vacancy should occur on any elected committee, the vacancy shall be filled for the remainder of the term by the faculty member who was runner-up in the appropriate category in the last faculty election. Vacancies to Faculty Senate are governed by procedures defined in Section 3 of the Constitution of the Faculty Senate.

Addition from [SD0889F](#)

- Members of standing committees elected by the Senate shall be elected at the organization meeting of the new Faculty Senate at the end of the academic year. Committees included in this policy are the University Research Council, University Teaching Council, and other standing committees for which Senate elects members. To facilitate this policy, a committee preference form should be completed by each faculty member in the spring to assist in determining faculty preferences for election or appointment to standing committees.

Additions from [SD2682](#)

- If an error is discovered on a circulated ballot, such error must be called to the attention of the Executive Committee prior to the official announcement of the election results. The Executive Committee shall judge whether or not the error is of sufficient magnitude to require the distribution of a new ballot. Once announced, the result of the election is final.
- The signed tally sheets shall be a permanent part of the Senate's records.
- Tally sheets may be inspected upon request by any member of the Faculty.
- Write-in candidates are not allowed.
- A ballot marked for fewer than the maximum number of allowable votes shall be valid.

Added by SD2682, Revised by [SD1000F](#)

- In order to conform to the Tenure Policies and Practices of the University, the Committee of the Tenured Faculty, the Post-Tenure Review Committee, the Faculty Committee on Hearings, and the Faculty Grievance Committee shall be elected in said order. These elections shall be completed not later than the first Friday after April 15 of each year. If April 15 is on a Friday, then elections shall be completed no later than April 22.

Additions from [SD1401S](#)

- The ballot for each election will be a web page accessible to faculty for a one week voting time period. Access to this web page will require authentication.
- No records will be kept linking individuals to their specific vote.
- Access to the computer files used to tally and administrate the elections will be restricted to members of FWDC and Administrative Computing. These files will not be viewed during the voting period unless there are extenuating circumstances. In such a case, the Senate Executive Committee will be notified.
- Election software and web pages will be maintained by Administrative Computing in cooperation with the FWDC.
- FWDC will announce the elections using the official UNC Asheville faculty email address, once prior to the voting period and twice during each voting period.
- A member of FWDC will be designated to trouble shoot problems during each election period. This FWDC member's name, phone number, and email address will be listed on the election web page.

### 10.2.2 Faculty Senate (SD0204F)

The Senate consists of eighteen faculty members, each serving a three year term, with six new members elected each year to replace those whose terms are expiring. The Provost and VCAA shall serve as an ex officio, non-voting member of the Senate. The Senators shall hold three year terms of office from May 5 through May 5 of each succeeding year. At its organization meeting in the late spring of each year, the Senate shall elect from its members, a Senate Chair and a Chair for each of its standing committees. Remaining Senate members will be appointed to these standing committees by the Senate Executive Committee. See [Section 14.1](#) for the Faculty Senate Constitution. See also current [Standing Rules and Rules of Order](#).

In addition to the general eligibility requirements for all ballots, eligibility for the Faculty Senate ballot shall be governed by the following:

- After serving a complete three year term on the Senate, a faculty member is ineligible for reelection for one year. At the end of that period, and no later than 5 days prior to new elections, a faculty member may contact FWDC to request a leave of absence from Senate for an additional year to pursue valid academic concerns. Leaves of absence may be renewed by the same procedure for a third year, after which time the faculty member shall again become eligible to stand for election.
- No later than 5 days prior to the start of elections, an untenured faculty member or faculty member on phased retirement may request FWDC to omit their name from the ballot.

#### 10.2.2.1 Executive Committee (EC)

The Executive Committee shall be composed of the officers of the Senate and shall be chaired by the Chair of the Senate. The Executive Committee shall be concerned with the Senate agenda, the assignment of tasks to the appropriate standing committees, and the yearly review of Senate Standing Rules and Rules of Order.

As the elected leadership of the Senate, the Executive Committee will consult as appropriate with members of the faculty, with Senate boards and committees, with ad hoc committees appointed by the Chancellor, or the office of Provost, and with officers and officials of the University, including the Chancellor, Provost and the various Vice Chancellors. The Executive Committee, the Chancellor and the Provost and VCAA will consult with one another in the appointment of members of ad hoc committees and task forces. In addition, the the Chancellor consults with the EC on the selection of honorary degree recipients ([SD0600F](#)).

#### 10.2.2.2 Academic Policies Committee (APC)

The Academic Policies Committee shall be composed of six voting members: the First Vice Chair of the Senate, who shall chair the Committee, and five members appointed by the Executive Committee. The Provost and VCAA or designee and the Registrar or designee are included as non-voting ex officio members. The Committee shall have the responsibility for developing institutional policy and procedure in academic matters as specified in Article II, Section 1.2, and shall be available for discussion and consultation with appropriate student groups, as well as with members of the faculty, about academic policy and curricular changes.

#### 10.2.2.3 Institutional Development Committee (IDC)

The Institutional Development Committee shall be composed of six members: the Second Vice Chair of the Senate, who shall chair the committee, and five Senate members appointed by the Executive Committee. The committee shall have concern for all policy, planning, resource use and allocation and initiatives in the area of institutional development as specified in Article II, Section 1.2. This committee shall advise and consult with the Chancellor, the Provost and the various Vice-Chancellors on university planning and use of university resources. The committee shall be responsible for reporting planning activities to the Faculty Senate, with the Senate responding through Senate action where appropriate.

#### 10.2.2.4 Faculty Welfare and Development Committee (FWDC)

The Faculty Welfare and Development Committee shall be composed of five members: the Third Vice Chair of the Senate, who shall chair the committee, and four Senate members appointed by the Executive Committee. The Committee shall study, on an on-going basis, the campus policies affecting faculty welfare as specified in Article II, Section 1.2. It shall initiate changes and/or entertain suggestions and concerns regarding these matters from individuals and groups of faculty members. It shall also draft policy changes and resolutions on issues of faculty welfare for Senate consideration.

### 10.2.3 Committee of the Tenured Faculty (CTF) (revised by [SD8918S](#) [SD0314F](#), [SD4191S](#))

#### Purpose

The CTF's mission is to consult with the Provost and VCAA, on call, in cases requiring decision on reappointment, promotion, and the conferral of permanent tenure.

#### Membership

CTF elects its own Chair. CTF shall be composed of two tenured full or associate professors from each of the areas of Humanities, Natural Sciences, and Social Sciences; no more than one member may come from any subject-matter department. Members of the Faculty Committee on Hearings, Faculty Grievance Committee, and Post-Tenure Review Committee may not serve on the CTF. Election to the committee shall be for a term of three years. Members who have served a full term may not succeed themselves. Members who intend to apply for promotion to Professor must resign from the CTF before deliberation of any files begins. New members formally replace outgoing members on the date of the first faculty meeting of the school year.

Election to this committee is specified by Section VII-A of [UNCA Tenure Policies and Regulations](#) (see [Section 14.2](#)).

Recommendations to: the Provost and VCAA

#### **10.2.4 Faculty Committee on Hearings (FCH) (revised by [SD0314F](#) [SD0212F](#) [SD4191S](#))**

##### Purpose

The committee's mission is to conduct hearings as specified in Sections 603 and 604 of the UNC Policy Manual and Section 14.2 of the Faculty Handbook.

##### Membership

Two tenured faculty members from each of the areas of Humanities, Natural Sciences, and Social Sciences; only one member may come from any subject-matter department. Members of the Committee of the Tenured Faculty, Faculty Grievance Committee, and Post-Tenure Review Committee may not serve on this committee. Election to the committee shall be for a term of three years. Members who have served a full term may not succeed themselves. New members formally replace outgoing members as of the date of the first faculty meeting of the school year..

#### **10.2.5 Faculty Grievance Committee (FGC) (revised by [SD0314F](#))**

##### Purpose

FGC's mission, as specified in Section 607 of [The Code](#), is 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 shall include matters directly related to a faculty member's employment status and institutional relationships within this institution. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by this committee. The committee may hear a grievance relative to appropriate procedures in reappointment and tenure decisions. See [Section 3.6](#) for Grievance Committee Procedure.

The committee's power 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. Advise for adjustment in favor of an aggrieved faculty member may be sent to the Chancellor only after the department Chair or other administrative official most directly empowered to adjust the matter has been given similar advise and has not acted upon it within a reasonable time.

If any faculty member feels that he or she has a grievance, he or she may petition the Faculty Grievance 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 or 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.

##### Procedure

See [Section 3.6](#)

##### Membership

Two faculty members at the professor rank, two members at the associate professor rank, and two members at the assistant professor rank at the time of election to the committee. Only one member may come from any subject-matter department. No officer of administration shall serve on the committee. For purposes of this section, officers of administration shall be deemed to include department chairs and program directors. Members of the Committee of the Tenured Faculty, Faculty Committee on Hearings, and Post-Tenure Review Committee may not serve on this committee. Election to the committee shall be for a term of three years. Members who have served a full term may not succeed themselves.

This committee is to be elected as specified by Section VII-C of [UNCA Tenure Policies and Regulations](#) (see [Section 14.2](#)).

#### **10.2.6 Post-Tenure Review Committee (revised by [SD0414F](#) [SD1000F](#))**

##### Purpose

The Post-Tenure Review Committee (PTRC) is an elected faculty committee charged with the responsibility of carrying out the intent and purpose of Post-Tenure Review as articulated in [Section 3.7](#). The functions of the PTRC are to ensure continuing quality of performance and professional growth of senior faculty (defined as tenured faculty at any rank who teach at least one-half time); to provide constructive feedback to senior faculty regarding professional growth; to serve in an advisory capacity to the Provost and VCAA in matters pertaining to actions taken as specified in the policy on Post Tenure Review.

##### Membership

The PTRC will consist of four eligible faculty members (see next section for eligibility criteria), one selected from each of the university's three program areas, and a fourth member who holds the highest number of votes after the first three members are selected. Members will serve three-year terms. Members who have served a full term may not succeed themselves. No more than one member may come from any one academic department. New members formally replace outgoing members on the date of the first faculty meeting of the academic year.

Each year the Faculty Senate will conduct an election by which the voting faculty shall elect one or two new members to replace outgoing committee members. Members will first be elected from any program area lacking a representative. If an opening remains after all program areas are represented, the remaining highest vote-getter will be elected.

The Post-Tenure Review Committee elects its own Chair. The Chair is responsible for maintaining committee records and passing those records to the next duly elected Chair of the PTRC. The permanent file for PTRC records is maintained in the Office of Academic Affairs.

A member of his or her own department may not review a person coming up for Post Tenure Review. A member of the PTRC who is from the same department as a person under review will be excused from discussions and will not participate in the review of a departmental colleague.

#### Eligibility

In addition to the general eligibility requirements for all ballots, eligibility for the PTRC ballot shall be governed by the following:

- be a current, tenured full-time member of the UNC Asheville faculty,
- have served as a full-time member of the UNC Asheville faculty for at least five years
- not be a member of either the Committee of the Tenured Faculty, the Faculty Committee on Hearings, or the Faculty Grievance Committee.
- Not be scheduled for Post-Tenure review within the next three years. ([SD1098F](#))

#### Challenge

If a person scheduled for Post Tenure review feels there is a conflict of interest between themselves and a member of the PTRC, he or she may submit a written petition to the Provost and VCAA for a ruling on the challenge. The Provost and VCAA is to respond to the petition within three weeks from the date of receipt of the petition. The Provost and VCAA's decision is binding.

Recommendations to: the Provost and VCAA

### **10.2.7 Academic Appeals Board (AAB) (amended by [SD1990S](#) [SD1417F](#))**

#### Purpose

The Academic Appeals Board hears unresolved grievances filed by students who feel that they have been treated unfairly or improperly in an academic matter by a faculty member of this University.

#### Procedure

Students must contact the Faculty Conciliators in order to file a grievance (see [Section 10.3.3](#)). A quorum of AAB shall consist of five members, including no fewer than two students and three elected faculty members. AAB members are necessarily excluded from deliberations in which:

1. the Board member is related to one of the two principals,
2. the Board member is a departmental colleague of one of the principals,
3. the Board member is currently enrolled in a course taught by one of the principals,
4. the Board member is one of the two principals involved.

All questions of scheduling and satisfying deadlines shall be adjudicated by the Chair of the AAB. All records of the AAB's deliberations shall be kept in a file maintained and preserved by the Chair of the AAB.

#### Membership

- Four faculty members (including at least one untenured faculty member) elected at large by the faculty from a list of no fewer than six nominees provided by the Faculty Senate,
- Three students plus one alternate elected by the Student Government Association (SGA)
- Two Faculty Conciliators, ex officio, non-voting.

The four faculty elected to AAB shall each serve a two year staggered term. Faculty may be elected to serve a second term, but not a third, until they have been off the Board for at least two years. An effort should be made to provide representation from the three program areas. Alternates shall serve a one year term and a new alternate elected each year. Student members of the AAB shall each serve a one year term. The Faculty Conciliators shall each serve one staggered term of two years, and may not serve more than two consecutive terms.

A Chair (tenured faculty member) and a secretary of the AAB shall be elected from and by the faculty members on AAB. The AAB shall be chosen in the spring and will serve from the beginning of the fall semester through the following summer.

### **10.2.8 UNC Faculty Assembly ([SD8518S](#)) ([SD3991S](#))**

#### Purpose

The Assembly holds four regular meetings each academic year plus special meetings which may be called by the Chair or the President of the University. The Assembly advises the President on matters such as Academic Programs, Planning, Budgets, Faculty Welfare and Development and

other matters which may come before the Assembly from the various campuses or the President and his or her staff.

#### Membership and Terms

- UNC Asheville faculty elect two representatives and alternates to the UNC Faculty Assembly; each serve terms of three years. The two alternates serve terms concurrent with the elected representatives. When there is a vacancy, the Faculty Senate shall approve a slate of no fewer than three nominees, prepared by FWDC, for election by the faculty.

A faculty assembly representative may be recalled by a simple majority vote of the Faculty Senate if he or she fails to attend more than two meetings in one academic year or if he or she fails to suitably attempt to arrange for a replacement for more than one meeting that he or she cannot attend during the term of service.

If a Representative fails to complete a term, the replacement is that representative's designated alternate; the designated alternate shall finish the representative's term. The new designated alternate will be the person who received the third most votes in the original election. If there was a tie for the third most votes, then the new alternate shall be determined by a coin flip at the next Faculty Senate meeting.

### **10.3 Committees Whose Members Are Elected by Faculty Senate**

#### **10.3.1 Distinguished Scholars Committee (revised by SD5500S) (SD0708F)**

##### Purpose

1. To consult with the Chancellor on selection of candidates for Honorary Degrees
2. To select the Highsmith Distinguished Visiting Scholar and to arrange for the residency
3. To make a nomination to the Chancellor annually or when advisable for a recipient of the Oliver Max Gardner Award, a distinction granted yearly by the Board of Governors to that faculty member on one of the sixteen campuses who has "made the greatest contribution to the welfare of the human race" during the year
4. To consider sponsorship of other scholars who may from time to time be available for temporary university duties

##### Membership

Four faculty members nominated by FWDC in consultation with the Chancellor and elected by the Faculty Senate for two-year staggered terms. One member is from each division and one is at large. Service on the committee begins at the first faculty meeting of the fall semester and runs to the same time of the following year.

##### Reporting

The committee shall report to the Senate and the Provost and VCAA annually, and shall deposit copies of any minutes in the Senate files.

Recommendations to: Chancellor

#### **10.3.2 Minority Affairs Commission (revised by SD4606S) (SD5000S)**

##### Purpose

1. To formulate goals, policies and immediate actions which directly and effectively improve the quality of minority life on the UNC Asheville campus for both faculty and students.
2. To develop and to monitor policies which seek a steady growth in the proportion of minority students and faculty.
3. To develop the mechanisms which ensure equal opportunities and recognition for achievement among minority faculty and students.
4. To develop policies which ensure that minority students are monitored and advised to promote academic success.
5. To provide assistance to faculty search committees to enable such committees to aggressively recruit minority faculty.
6. To provide information to chairmen and to the Provost and VCAA concerning the evaluation of the professional activities of minority faculty.
7. To develop plans and immediate actions which ensure more effective and productive involvement of UNC Asheville with the Asheville minority community.
8. To otherwise address areas of concern to minority faculty and students.
9. To advise and consult with the Affirmative Action Officer in all matters relating to Affirmative Action.
10. To report annually to the University community on the status of minorities at UNC Asheville.

##### Membership

- Chair of the Faculty Senate to serve concurrently with his/her term as Senate Chair.
- Three faculty elected by the Senate (at least two of whom must be a minority) to serve three-year renewable, rotating terms.
- Three faculty appointed by the Provost and VCAA (at least one of whom must be a minority) to serve three year renewable, rotating terms.
- Two students appointed by the VCSA in consultation with SGA (at least one of whom must be a minority) to serve one year renewable terms.
- Dean of Students; ex officio and non-voting.
- Director, Intercultural Center and Multicultural Student Programs; ex officio and non-voting.
- Affirmative Action Officer; ex officio and non-voting.

#### Structure

1. All member officers of the Minority Affairs Commission and the director of Admissions and Financial Aid will routinely report to the Commission at its regular meetings any activities related to minority and diversity affairs.
2. The chair will be elected by the Commission from the minority faculty representation. The chair's duties include calling meetings and setting the agenda for meetings.
3. The secretary will be elected by the Commission from any voting member of the Commission. The secretary's duties will include keeping minutes and distributing them prior to the meeting. If he/she is unable to attend the meeting the chair must designate someone to fulfill this responsibility.
4. Members of the Commission will be selected prior to April 15 of each year for terms beginning with the next academic year.

#### Recommendations to:

1. Legislative requests are reported directly to the executive committee of the Faculty Senate. As a matter of courtesy, these requests are also sent to the Provost and VCAA.
2. Administrative requests are reported to the Provost and VCAA for action. As a matter of courtesy, these requests are also sent to the Chair of the Faculty Senate.

Reports to: the Provost and VCAA

### **10.3.3 Faculty Conciliators (SD2695S SD1417F)**

#### Selection

One Faculty Conciliator is chosen each year by SGA from a list of two full-time faculty members submitted by the Faculty Senate. Because of the personal nature of some of the grievances and the potential for injured feelings and hostility, only tenured faculty are eligible to have their names submitted to SGA for these positions. The Faculty Conciliators each serve staggered two year terms. Each term begins at the start of the fall semester and runs through the summer of the second year. Faculty Conciliators are ex officio non-voting members of the Academic Appeals Board.

#### Purpose

The job of the Faculty Conciliator is to hear student grievances, to try to resolve them at the earliest stage consistent with fairness to all parties, and to guide the student through the later stages of the grievance procedure if conciliation proves impossible.

#### Procedures

To accomplish this, one of the Conciliators may need to investigate the facts of a grievance presented by a student. Also, in the normal course of the grievance procedure, the Conciliator will need to meet with the faculty member against whom the grievance is brought, and in some cases, with that member's departmental chair or program director. The Conciliator has the right and responsibility to determine the sequence of and extent to which student, faculty member, and department chair are consulted prior to initiating the formal sequence of events which lead to an Academic Appeals Board hearing. This does not relieve the Conciliator of following the requirements of the formal grievance procedure but does allow the flexibility required to attempt to resolve the conflict prior to that final step. Since appropriate conciliation will require discussing issues that would normally fall under the protection of student confidentiality, students must be apprised of this fact at the beginning of the process and must sign a waiver stating they understand the responsibilities of the Conciliator regarding their rights to confidentiality. (This waiver will also point out that information pertaining to the grievance will be held in confidentiality on a need to know basis, and the circle of those who "need to know" may broaden.)

In all of these events, the Conciliator is not acting as an advocate for the student or the faculty member, but as a presenter of the student's case, and a seeker of a fair and acceptable outcome for all parties.

#### Procedural Guidelines for the Conciliator

A. Confidentiality is essential in grievance procedures but is difficult to achieve when many parties are involved. The Conciliator should not divulge the names of students who bring a grievance nor of the faculty members against whom the

grievance is brought nor the nature of the grievance, except insofar as is required to aid in the resolution of the grievance. Both the student and the faculty member are expected to function under the same restrictions.

B. Because of the time restrictions on the grievance procedures, the Conciliator should make immediate notes on the date of the first contact with the student and during any follow-up contacts. This log of events during the process should include only the date and the action taken on that date. These notes may become critical in determining whether or not procedural guidelines were followed. They will also serve as the basis for the required annual report to the Provost and VCAA.

C. It is expected that the Conciliators will take turns handling new grievances, except in the event of a Conciliator's unavailability or if a conflict of interest occurs. Conciliators should periodically consult one another about the generalities of case problems, procedures, and any cases that might be expected to carry over into the following academic year.

D. To file a grievance, the student must contact the Conciliator. The student must specify the date of the incident in a petition against the instructor. The student must then file the petition with the Conciliator. This filing must occur within 20 class days of the incident or of the time a student could reasonably be expected to know of the incident. In cases of doubt concerning the application of the time limit, the Conciliator will decide. Failure to meet this deadline forfeits the right of appeal. The Conciliator must then immediately forward a copy of the petition to the instructor, to the instructor's department Chair, and the Chair of the AAB. The Conciliator will attend all AAB hearings for cases in which they have been involved.

E. The Conciliators provides an annual report to the Provost and VCAA of all cases heard and the names of the parties involved. This is important as a means to identify possible patterns of abuse or repetitive patterns of misconduct either by a faculty member against students or by a particular student towards various faculty members. The Provost and VCAA will have the discretion to decide if this information should be available for tenure, promotion, and reappointment decisions for faculty and student judicial hearings for students.

Reports to: the Provost and VCAA.

### **10.3.4 Faculty Scholarship and Service Awards Committee (SD7708S SD0112F SD8813S)**

#### Purpose

1. Select two of the ranked full-time faculty members for receipt of the Ruth and Leon Feldman Professorship Fund prize. This award will honor those faculty who have excelled in one or both of the following fields:

- A. Demonstrated competence in the areas of teaching, research and published writings, and
- B. Service to the community and to UNC Asheville.

2. Select two of the ranked full-time faculty members to receive the annual award for distinguished scholarship.

3. Select two of the ranked full-time faculty members to receive the annual award for distinguished service.

#### Membership

Six full-time faculty serving two year staggered terms that run from September 1 to August 3. Three new members shall be selected each year: one from Faculty Welfare and Development Committee, one from University Research Council, and one from University Service Council. Chairs of these respective committees shall consult to assure all the broad academic areas are represented. Members of the review committee shall elect their own Chair. In making its decision, the review committee shall be free to consult with students, community people, or others who may assist the committee in making its decision.

#### Procedures

The faculty shall be invited by the Senate to submit written and signed nominations by March 1 specifying the past accomplishments which recommend an individual's nomination for any of the three awards. These nominations shall be in keeping with the terms of the respective awards criteria.

Nominations shall be reviewed by the Faculty Scholarship and Service Awards Committee. In making its decision, the review committee shall be free to consult with students, community people, or others who may assist the committee in making its decision. In addition, nominations received during previous years as well as candidates from within the committee deliberations may be included in the review.

After its decision, which shall be kept confidential until the public announcement, the review committee, no later than May 1, shall inform the Provost and VCAA, who shall make arrangements for bestowing the award at the final spring faculty meeting. Recipients of the award will be listed in the UNC Asheville catalog in a section describing the Ruth & Leon Feldman Professorship Fund, Distinguished Scholarship Award and Distinguished Service Award.

Reports to: the Provost

### **10.3.5 University Research Council (URC) (Revised by SD7808S) (SD3006S) (SD0981F) (SD1209S)**

#### Purpose

1. *To encourage and facilitate faculty participation in academic research, scholarship, and creative projects, and professional communication of that work.*

2. *To advise the administration on matters relevant to the encouragement and support of university research.*

3. To award available intramural funds for faculty's scholarly activities.

4. To appoint two members who will sit on the Faculty Scholarship and Service Awards Committee that determines the recipient of the Distinguished Scholarship Award.

#### Membership

Five members of URC shall be faculty, with one representative from each of the following: (i) the arts, (ii) professional programs (management and accounting, education, health and wellness), (iii) the humanities, (iv) mathematics and the sciences, and (v) the social sciences. Faculty members are nominated by FWDC and voted on by the Faculty Senate. The term of appointment shall be for two-year staggered terms.

*[The sixth member shall be an administrator recommended by the Provost and will be ex officio. URC will elect a chair each year.]*

#### Members of URC submitting grant proposals

*[No members actively serving on URC may submit a proposal for funding during the designated submission period.]*

Reports to: the Provost

### **10.3.6 University Teaching Council (UTC) (SD7503S) (SD1309S)**

The University Teaching Council (UTC) serves the relevant needs of the institution with respect to teaching. UTC is an institutional committee composed of faculty members and an administrator.

#### Purpose

1. To encourage and facilitate improvements in methods and techniques of teaching on the part of all members of the UNC Asheville faculty.
2. To develop criteria and processes for the awarding of intramural funds, as they become available, for the support of teaching.
3. To advise the Director of the Center for Teaching and Learning on matters relevant to the encouragement and support of improved teaching, including: developing seminars, workshops, and other activities, both intramural and extramural, for the exchange of ideas concerning pedagogy; and identifying and pursuing sources of funds for programs that enhance teaching and student learning.

#### Membership:

- Director of the Center for Teaching and Learning, ex officio
- One FWDC member, ex officio
- One at-large member will be a former recipient of a UNC Asheville teaching award
- 3 faculty (one each from Humanities, Natural Sciences, Social Sciences)

The members shall be recommended by FWDC and approved by the Faculty Senate.

The term of appointment shall be for two years.

The faculty committee members will elect the Committee Chair on an annual basis.

Recommendations and Reports to: the Provost and VCAA

### **10.3.7 University Service Council (Revised by SD7908S) (SD5204S)**

#### Purpose

Because faculty service is integral to every aspect of our campus operations, and because it complements teaching and research in the overall development of individual faculty members and the faculty as a whole, the University Service Council (USC) will promote an appreciation of faculty service appropriate to the mission of the university.

USC will support and facilitate faculty student service activities on and off campus. The Council will assess the role and effectiveness of service appropriate for the institution. The Council will annually select members of the faculty, who may be working in collaboration with staff or administration, to receive grants to support either domestic or international service particularly those that clearly enhance student learning. The Council will serve to advise, develop, and review policy with regard to service activities and the appropriate role of service in professional portfolios as well as student learning experiences.

#### Membership: Six members:

- Three full time faculty members representing the three academic divisions (Humanities, Social Sciences, and the Natural Sciences). These division representatives will serve three-year staggered terms and will be elected by the Faculty Senate.

- One administrator appointed by the Provost as a liaison from Academic Affairs, ex officio, non-voting.
- One student appointed by the Vice Chancellor for Student Affairs to serve a one-year term.
- Director of the Key Service Learning Center, ex officio, voting member.

Duties:

1. The Council will assume responsibility for recommending policy with regard to the role of service in the professional life and portfolio of members of the faculty.
2. Each year the Council will select recipients of grants to support appropriate service activities. These grants will be \$250 to \$1,000 for formal service activities on or off campus including international service. Emphasis will be placed on service that contributes to student learning and the professional development of the recipients.
3. Two members of the Council will sit on the Faculty Scholarship and Service Awards Committee that determines the recipient of the annual Distinguished Service Award. The recipient will receive a certificate and \$1,000. This award is to go to a person who has demonstrated exceptional service in support of the institution's mission within the most recent five years.

Recommendations and reports to: FWDC and the Provost.

**10.3.8 Faculty ILS Oversight Committee (ILSOC) ~~DISSOLVED 5/2014~~ [SD9216S](#) [SD9113S](#) [SD6309S](#) [SD8307S](#) [SD0105F](#) [SD0304F](#) [SD0703F](#)**

**10.3.9 Graduate Council ([SD3908S](#)) [SD0292F](#)**

Purpose

The UNC Asheville Graduate Council is responsible for advising and assisting the MLA Program Director in the overall administration and functioning of the Master of Liberal Arts Program. These responsibilities include advising and assisting the Director in:

1. Overall planning for the academic curriculum of the program including: course development; faculty recruitment; and revision and development of program design. The council will advise and assist the Director in maintaining the academic excellence of the program and in effectively administering it.
2. Establishing and implementing specific procedures of on-going program and curriculum evaluation.
3. Overseeing the academic advising system. Members who have served at least one semester on the Council will be assigned by the director as graduate student advisors as appropriate.
4. Implementing, and where necessary developing, admissions procedures and policies. Council members will assist the Director in interviewing and making admissions decisions on all applicants for the MLA program.
5. Creating an energetic program of grant and funding solicitation from foundations, government agencies, and private industry.
6. Proposing and initiating new educational services, auxiliary to the MLA degree program, which serve the needs and interests of the non-traditional student.
7. Planning and implementing an imaginative program of student recruitment.
8. Interpreting institutional requirements and regulations to MLA students and faculty.
9. Interpreting the nature and role of the MLA in the institutional setting and to society at large. Assuring coordination between the MLA Program and the Humanities program, other interdisciplinary programs and the undergraduate curriculum in general.
10. Approving MLA courses and instructors.
11. The MLA Director will submit an annual report to the Graduate Council that will cover enrollment trends, capstone projects completed, new classes offered, new faculty participation, and use of the Program's state and non-state budgets.

Membership ([SD3908S](#)) ([SD3090S](#))

The Graduate Council will be composed of seven members:

- Director of the MLA Program, ex officio, voting
- Associate Director of MLA, ex officio, voting
- Director of the Humanities Program, ex officio, voting
- Director of the Asheville Graduate Center, ex officio, non-voting
- Three faculty members with MLA teaching experience, one from each of the program areas: Humanities, Natural

Sciences, and Social Sciences.

Faculty terms will be for three years, with one faculty member rotating off each year. The faculty members will be elected by the Senate, and one will serve as Chair of the Graduate Council.

Recommendations to: Director of MLA Program

Reports to: the Provost and VCAA

### **10.3.10 University Relations Faculty Advisory Committee (Disbanded by [SD8217S](#) revised by [SD5407S](#) [SD0790F](#))**

#### Purpose

1. To serve in an advisory capacity to the Chancellor, including but not limited to the UNC Asheville Foundation, Development, Public Information, Publications, Graphics, Alumni Programming, Owen Conference Center, and Family Business Forum.
2. To act as a liaison between Alumni and Development, the faculty and students.
3. To obtain, on a regular basis, information from faculty, students, staff and the community at large on public relations and other matters which should be addressed by the Office.

**NOTE:** Vice Chancellor for Finance and Operations is to present to the Faculty Senate an update of the current plans and activities of the Office in the Fall Semester. This report should include information on the investment management advisor and the fees paid for their service. The Vice Chancellor will schedule this meeting through the Faculty Senate Chair. No more than three weeks prior to the meeting, the Vice Chancellor will submit, to the Faculty Senate Chair, a brief (1-2 page) written report that will be distributed to senators. The purpose of the Vice Chancellor's meeting with the Senators will be to discuss the report and respond to questions (SD3290S, SD3390S, SD0203F, SD0790S.)

#### Membership

- Five members of the Committee shall be faculty with one representative from each of (1) the Humanities, (2) the Social Sciences, (3) the Natural Sciences, (4) the UNC Asheville Foundation (e.g., one of the two Senate-elected faculty representatives to the Foundation), and one at-large member. The term of service shall be for two years.

Recommendations to: Chancellor

### **10.3.11 Intellectual Property Committee (See Section 9.4.)**

### **10.3.12 UNCA Foundation Board ([SD9216S](#))**

#### Purpose

The UNC Asheville Foundation is a tax-exempt organization separate from the University whose fundamental purpose is to actively promote, both locally and at large, public understanding of and external support for the University and its program. Faculty representatives serve on the Board to:

1. Provide faculty voice in Foundation activities,
2. Provide a mechanism for informing the faculty about Foundation activities.

#### Membership and terms

- Three faculty members nominated by FWDC in consultation with the Chancellor and elected by the Faculty Senate serving staggered two year terms.

### **10.3.13 Student Affairs Faculty Advisory Committee (Revised [SD0215F](#)) ([SD0507F](#))**

#### Purpose

This committee serves as an advisory body to the Vice Chancellor for Student Affairs and other leaders in the Division of Student Affairs. The committee members also serves as a pool of faculty who can serve on other ad hoc or short-term committees within Student Affairs (such as Tuition and Fee Committees, award committees, Orientation Advisory Committee, etc.). Responsibilities include providing information, feedback and advice on current student issues including, but not limited to:

- Student learning opportunities outside of the classroom
- Student issues that are presenting themselves in the classroom
- What students are saying to faculty about Student Affairs programs and services and the overall quality of student life at UNC Asheville
- Strategies for enhancing the quality of student life

The committee also serves as a communicating bridge between the Vice Chancellor for Student Affairs and the faculty. The Vice Chancellor will use the committee as a quick faculty feedback group on visions, plans and new initiatives in the Division of Student Affairs.

#### Membership

- Six faculty appointed by the Faculty Senate (recommended by FWDC after consultation with the VCSA), serving three-year staggered terms, two from each division
- Vice Chancellor for Student Affairs
- Associate Vice Chancellor for Student Affairs
- Associate Vice Chancellor for Student Affairs Administration
- Dean of Students

Each year the Faculty Senate will appoint two new members.

Recommendations to: Vice Chancellor for Student Affairs

Reports to: Vice Chancellor for Student Affairs

The Vice Chancellor will convene the committee at least four times each academic year.

#### **10.3.14 Textbook Committee (DISSOLVED 2/3/2022 SD2922S) (SD3508S)**

##### Purpose

- To ensure articulation of UNC Asheville Bookstore policies and procedures with General Administration requirements.
- To review annually UNC Asheville Bookstore policies and procedures regarding sale and repurchase of instructional materials.
- To communicate regularly with UNC Asheville faculty and students regarding policies and procedures regarding instructional materials.

##### Membership

- Four faculty members, one from each of the four program areas (including University Programs), one of whom serves as chair; serve two-year staggered years; elected by the Faculty Senate.
- Textbook manager, ex officio non-voting
- Director of Auxiliary Services, ex officio non-voting
- Academic Affairs designee, appointed by the Provost
- Financial Aid designee, appointed by the Director of Financial Aid
- Two students, to serve one-year term, appointed by the Dean of Students

The Chair will convene the committee at least twice each semester.

Initially two faculty members will serve 2008-2010 and two faculty members will serve 2008-2009.

Recommendations to: Provost

Reports to: Provost

#### **10.3.15 Institutional Effectiveness Committee (SD0516F SD2612S)**

The Institutional Effectiveness Committee serves as an advisory group for UNC Asheville's institutional effectiveness process.

##### **Duties:**

The duties of the Institutional Effectiveness Committee include:

- Advising the Office of Institutional Research, Effectiveness and Planning on the design and implementation of institutional effectiveness processes, procedures, and reporting formats.
- Raising campus consciousness about the importance of assessment and providing a forum for the sharing of assessment techniques and practices.
- Reviewing, and providing feedback on, institutional effectiveness reports submitted by academic and administrative units.
- Reviewing, and providing feedback on, reports on University student learning outcomes submitted by the Office of Institutional Research, Effectiveness and Planning to the committee that advises the Liberal Arts Core.
- Advising the Office of Institutional Research, Effectiveness and Planning on how best to communicate with University leadership and the wider University community about important issues that emerge from regular reviews of institutional level data on institutional effectiveness. institutional level issues which need to be brought to the University Planning Council.
- Submitting a written report to the Faculty Senate at its first meeting each academic year that chronicles the activities of the Committee in the previous academic year.

##### Membership

The Institutional Effectiveness Committee will be composed of eleven members, three of whom will be permanent members based upon their positions and regular duties in connection to assessment efforts. The members are as follows:

- Director of Institutional Research, Effectiveness and Planning (Ex Officio)
- Associate Director of Institutional Effectiveness (Ex Officio)
- Associate Director of Academic Analytics and Assessment (Ex Officio)
- Administrative representative appointed by Vice Chancellor for Finance and Operations
- Administrative representative appointed by Vice Chancellor for Student Affairs
- Administrative representative appointed by Vice Chancellor for Advancement
- Administrative representative appointed from the Chancellor's Division by the Chief of Staff
- Administrative representative appointed by the Provost
- Three faculty members, appointed by the Senate from a list of candidates provided by FWDC, balanced by Program Area.

Membership Terms

- The Director of Institutional Research, Effectiveness and Planning, the Associate Director of Institutional Effectiveness, and the Associate Director of Academic Analytics and Assessment are permanent ex officio members of the committee.
- Administrative representatives are appointed for staggered three-year terms.
- The Faculty members are appointed for two-year terms.

**Reports to:** Provost and VCAA

**10.3.16 Salary and Compensation Committee (SD6822S)**Purpose

The committee shall facilitate the provision of annual reports on the status of faculty and staff compensation to the campus community, including (1) how compensation at UNCA compares with relevant and appropriate peer institutions, market conditions, living wages, and other benchmarks, and (2) the status of efforts toward pay equity, both within and outside of departments/offices with particular attention to compression and inversion. In addition, the committee will also be charged to identify campus compensation goals, pathways and strategies for achieving those goals, and suggest concrete timelines for their achievement. By October 1 each year, the committee shall disseminate these reports on salary and compensation trends as well as the underlying data to the Faculty Welfare & Development Committee, Faculty Senate, Staff Council and all faculty and staff. In addition, the committee shall present their report and recommendations to FWDC.

Membership

The Salary and Compensation Committee shall have 10 members. It shall include four faculty members including at least one member from each of the academic divisions (social sciences, natural sciences, and humanities) and at least one non-tenure track faculty member. The Faculty Welfare & Development Committee in consultation with SCC shall nominate faculty members to the Faculty Senate which shall elect members for staggered three-year terms. The committee shall also include two staff members (to be appointed by Staff Council) and the Provost. Finally, the committee shall include one ex-officio member from the Office of Institutional Research, one ex-officio member from Human Resources, and one ex-officio member from Finance. The three ex-officio members shall be non-voting. The chair of the Salary and Compensation committee shall be elected from among the faculty and staff members of the committee. The provost shall serve as vice-chair.

Recommendations to: FWDC

Reports to: FWDC

**10.4 Committees Whose Members Are Appointed (Standing Committees)**

Much of the ongoing faculty involvement in institutional decision-making occurs through a system of standing committees primarily staffed by faculty.

**10.4.1 General Information on Standing Committees****10.4.1.1 How Standing Committees Are Created (SD0694F)**

Committees which seek the status of Standing University Committee must follow the following procedure:

1. Petition the Provost and VCAA in writing for the status of Standing University Committee, giving a rationale for the request and suggesting the composition of the committee.
2. After consulting with the Faculty Welfare & Development Committee, the Provost and VCAA may either deny or approve the request.
  - a. If the petition is denied by the Provost and VCAA, the procedure is terminated or the petition may be revised and resubmitted to the Provost and VCAA.
  - b. If the petition is approved by the Provost and VCAA, it is sent to the Faculty Senate for ratification.
3. The Faculty Senate will consider petitions approved by the Provost and VCAA.
  - a. If the Faculty Senate fails to ratify the petition, the procedure is terminated or the petition may be revised and resubmitted to the Provost and VCAA.
  - b. If the Faculty Senate does ratify the petition, a Standing University Committee is created.

**10.4.1.2 How Standing Committees Operate**

After the Office of Academic Affairs distributes the list of committee members, an organization meeting should be called by either the designated coordinator or staff person, or the faculty member whose name appears first on the list. At the first committee meeting business such as electing a Chair and a secretary and setting future meeting dates as appropriate should be done.

**10.4.1.3 Required Reporting of Committee Activity (SD1490S)**

All chairs of standing and ad hoc committees of the faculty shall submit a summary report of their significant activities for the year to the Provost and VCAA and the Chairs of the Senate and FWDC by May 30 of each academic year. This report should list uncompleted projects and other recommended activities for the next academic year, and any proposed changes in the committee structure, membership or focus. These reports should be made available to new committee chairs to aid in accomplishing committee objectives.

**10.4.1.4 Alphabetized List of Standing Committees**

The following table lists the current standing committees in alphabetical order. Each committee title is followed by its location.

|  |                         |
|--|-------------------------|
| Africana Studies Advisory Council                                      | <a href="#">10.4.27</a> |
| Animal Care and Use Committee  | <a href="#">10.4.18</a> |
| Cultural and Special Events Committee                                  | <a href="#">10.4.5</a>  |
| Diversity Intensive Committee  | <a href="#">10.4.36</a> |
| Enrollment Services  | <a href="#">10.4.7</a>  |
| Environmental Health and Safety Committee                              | <a href="#">10.4.13</a> |
| First Year Experience Advisory Committee                               | <a href="#">10.4.37</a> |
| Honors and Degree Programs   | <a href="#">10.4.10</a> |
| Honors Program Advisory Committee                                      | <a href="#">10.4.9</a>  |
| Institutional Biosafety Committee                                      | <a href="#">10.4.40</a> |
| Institutional Review Board (former Human Subjects)                     | <a href="#">10.4.20</a> |
| Intercollegiate Athletics Committee                                    | <a href="#">10.4.11</a> |
| International Programs Advisory Committee                              | <a href="#">10.4.12</a> |
| Key Center Advisory Committee  | <a href="#">10.4.33</a> |
| Liberal Arts Core Advisory Committee                                   | <a href="#">10.4.35</a> |
| Position Allocation Committee  | <a href="#">10.4.3</a>  |
| Pre-Health Professions Advisory Committee                              | <a href="#">10.4.21</a> |
| Scholarship and Financial Aid  | <a href="#">10.4.16</a> |
| Student Feedback on Instruction Review Committee                       | <a href="#">10.4.39</a> |
| Sustainability Council   | <a href="#">10.4.6</a>  |
| Teaching Awards Committee  | <a href="#">10.4.29</a> |
| Transportation Committee   | <a href="#">10.4.15</a> |
| Undergraduate Research Program Advisory Council                        | <a href="#">10.4.23</a> |
| University School Teacher Education Council                            | <a href="#">10.4.8</a>  |
| Writing and Information Literacy in the Disciplines Advisory Committee | <a href="#">10.4.38</a> |

**10.4.1.5 Treatment of faculty members on standing committees who go on approved leave (SD4616S)**

Active faculty members who go on approved leave will not be replaced but instead be expected to resume active duty on their respective committee(s) upon returning from leave. Committee chairs may request that the Faculty and Welfare Development Committee (FWDC) of the Faculty Senate replace a committee member on leave. In such cases, the faculty member will be permanently replaced for the remainder of his/her term.

**10.4.2 Campus Commission on the Allocation of Student Services Funds (SD4806S) - Eliminated on 9/6/2012 SD0312F)****10.4.3 Position Allocation Committee (Revised by SD8508S) (SD1904S)**

The Position Allocation Committee (PAC) is the primary means by which faculty can have input into the allocation process whenever a new faculty line is available or whenever an existing line becomes open (through retirement, resignation, or non-renewal of contract).

**Structure:**

The Committee consists of:

- Provost
- Dean for Natural Sciences
- Dean for Social Sciences
- Dean for Humanities

- Associate Provost and Dean of University Programs
- 3 Department Chairs, serving staggered 2-year terms  
One from each academic division, chosen by the chairs in that academic division.  
No person may be reappointed for consecutive terms.  
No department may be represented by its chair in consecutive terms.
- 1 Program Director, serving 2-year term  
Chosen by the program directors.  
No program may be represented by its director in consecutive terms.
- 1 Faculty Senate representative, serving 2-year term  
Appointed by the Faculty Senate Executive Committee.

Two persons from the same department should never serve on this committee at the same time.

Duties:

- To make recommendations to the Provost regarding the allocation of faculty lines to academic departments and programs according to a three-year allocation plan that the committee is to develop and continually update.
- To develop and annually revise faculty hiring guidelines.
- To consider which responsibilities originally delegated to the Council of Chairs could be profitably assumed by the Position Allocation Committee.
- To report annually to the Faculty Senate the three-year allocation plan, changes in hiring guidelines and suggestions as to how the Position Allocation Committee can be a more effective faculty voice.

**Implementation:**

In September 2008 department chairs and the program directors will select their four faculty representatives. The four faculty members selected will draw lots to determine which two representatives will serve 2-year terms and which two will serve 1-year terms. The Faculty Senate will select its representative in September 2008. The Provost will convene the Position Allocation Committee in October 2008.

Rules for Voting:

A member may not vote for a proposal from his or her department or program of appointment.

- For the purposes of this document, a "Chair" is any Department Chair or Program Director that directly evaluates faculty for merit, reappointment, tenure, and promotion.

**10.4.4 Library and Instructional Technology Committee (DISSOLVED 12/06/2018 SD1218E) (Revised by SD1112S (SD1312S SD5507S SD0706F)**

Purpose

The University Library Committee advises the University Librarian, the Provost & Vice Chancellor for Academic Affairs, and the Faculty Senate on broad policies relating to the libraries and library services. Such advice may include but should not be limited to budget, collections, services, facilities, as well as the use and needs of instructional technology both in the classroom and as remotely accessed. The Committee further seeks to develop and disseminate information on the library and research needs, library concerns from and affecting various constituencies of our learning community, and present and future library services.

Membership

The Faculty Welfare & Development Committee shall nominate faculty members to the Faculty Senate for staggered three-year terms. Terms are renewable. The Student Government Association shall name students to serve one-year terms. The chair shall be selected annually from among the faculty members. Ex officio members shall be non-voting. The Committee shall be constituted as follows:

Faculty

- Humanities & the Arts (1)
- Natural Sciences (1)
- Social Sciences (1)

Students

- Residential student (1)
- Commuter student (1)

Ex Officio

- University Librarian
- Director, Teaching & Learning With Technology
- Director, Center for Teaching & Learning
- Chief Information Officer

**10.4.5 Cultural and Special Events Committee (SD7003S)**

Purpose

1. To choose performing arts and events for the campus community and the community-at-large and to assist

in many aspects of actual event presentation.

2. To assist in developing collaborations between Cultural and Special Events Committee and various academic and student affairs departments on campus, as well as other presenting venues and arts presenters in the region. Committee members will work together to choose collaborations that directly extend and enhance current academic and co-curricular experiences of students.

3. Assist other campus groups and departments with programming their own cultural and/or performing arts events each year by allocating a portion of each yearly budget towards these activities.

#### Membership

- Assistant Director of Events and Conferences
- 3 faculty serving staggered two-year terms (appointed by FWDC in consultation with the Provost and VCAA)
- 1 staff member (appointed by Staff Council)
- Student Cultural Events Intern
- 5-7 students serving one-year renewable terms (appointed by SGA in consultation with Assistant Director of Events and Conferences)

#### Service

Service on the committee will begin three weeks prior to the first event sponsored by Cultural and Special Events each academic year and will continue to the same time the following year. Committee membership requires attendance at regular meetings, serving on sub-committees, and assisting in events production.

Recommendation To: Assistant Director of Events and Conferences

Reports To: the Provost and VCAA or his/her designee

### **10.4.6 Sustainability Council (SD6415S)**

#### Purpose

The Sustainability Council oversees the development, monitoring, and ongoing reassessment of UNC Asheville's institutional sustainability plan as well as any further documents that may emerge as part of the planning process. The sustainability plan will include recommendations for prioritized goals and strategies for each of the following targeted areas: academics, engagement, operations, and planning & administration. The establishment of the Council responds to calls for the integration of institutional sustainability referenced in UNC system sustainability policy 600.6.1, Faculty Senate Resolution on Environmental Sustainability 0803F, and Student Senate Resolution on Sustainability 06-0029.

#### Charge and Responsibility

Responsibilities of the Council, some of which may be delegated to selected Sub-Councils, include:

- Development of recommendations for a comprehensive sustainability plan, including campus-wide sustainability goals and objectives, as well as other related documents as needed
- Creation and launch of sub-Councils addressing targeted areas
- Identification of mechanisms and responsible parties for implementation
- Receiving plan updates and measuring progress.

#### Membership

The members of the Council are appointed by the Co-Chairs. The Faculty Development and Welfare Council (FWDC) provides final approval for faculty members. Members of the Council are appointed to two-year staggered terms, renewable in one- or two-year increments for up to six consecutive years of service. Student members will serve for one-year terms, renewable in one-year increments for up to three consecutive years of service. The Director of Sustainability and Director of Facilities Management positions are appointed ex-officio and not subject to the three-term limit. Unexpected openings will be filled by consultation of the Co-Chairs. The Council has membership as follows:

- The Co-Chairs of the Council

One Co-Chair of the Council shall be the Provost and Vice Chancellor for Academic Affairs. The other Co-Chair shall be the Vice Chancellor for Finance & Operations. The Co-Chairs shall preside at all meetings of the Council. The Co-Chairs also are charged with periodic reporting on the progress of the Council. The Co-Chairs may appoint membership of all Sub-Councils and shall designate the Sub-Council chairs. They may assign such additional duties to other members of the Council as deemed necessary for the conduct of the work of the Council and which are not inconsistent or conflicting with the duties otherwise prescribed.

- Faculty Members

There shall be a minimum of three UNC Asheville faculty members representing the campus. All faculty members shall bring a demonstrated interest and engagement in campus sustainability efforts and the Council shall be formulated so as to be collectively knowledgeable about the total scope of sustainability at the University.

- Staff Members

There shall be a minimum of three UNC Asheville staff members (not including the Co-Chairs) representing the campus. Staff members shall be current SPA or EPA non-faculty employees. All staff members shall bring

a demonstrated interest and engagement in campus sustainability efforts and the Council shall be formulated so as to be collectively knowledgeable about the total scope of sustainability at the University.

- Student Members

There shall be a minimum of three UNC Asheville students representing the campus. One student member shall be a current co-director of the Student Environmental Center. One student member shall be selected by the President of the Student Government Association. The third student member will be selected the Director of Sustainability based on their significant engagement with sustainability and environmental activities on campus.

Recommendations and report to: Chancellor and the University Planning Council, as well as other governing bodies including Faculty Senate and Student Senate as appropriate depending on the nature of the recommendation. Sub-Councils may be staffed and launched by the Council on a limited term or standing basis. These groups will be responsible for reviewing, analyzing, prioritizing and recommending such strategies that are necessary and appropriate to addressing overall sustainability goals. All Sub-Councils will report progress and recommendations back to the Council.

#### Meetings

The Council shall meet at least once per semester upon due notice by the Co-Chairs, or more often, if necessary, to conduct the business of the Council. The Co-Chairs shall advise the members of the time and place of the meeting.

#### **10.4.7 Enrollment Services Advisory (SD2515S) (SD1898S)**

##### Purpose

The Enrollment Services Advisory committee hears student appeals and petitions related to enrollment. The committee:

1. reviews student appeals relative to admission decisions, academic actions (i.e., suspension and dismissal), and scholarships,
2. reviews student petitions for special enrollment considerations, such as tuition refunds, waiver of tuition-surcharges, and late drops/withdrawals,
3. makes recommendations to APC regarding university academic regulations, and
4. advises on other enrollment issues, as needed.

The committee, or subgroup of the committee *which must include at least one member of the faculty*, normally meets bi-weekly when classes are in session. Special meetings are called at the conclusion of each semester to review appeals of suspension and dismissal.

##### Membership

- Three faculty, serving staggered, two year terms;
- Senior Director of Student Success, Dean of Students, Registrar, Director of Advising, Director of Health and Counseling Services, Senior Director of Admissions and Financial Aid, and Director of Student Accounts.

Recommendations to -- Senior Director of Student Success

Reports to: the Provost

#### **10.4.8 University School Teacher Education Council (formerly FACTE) (SD2115E) (SD4401S)**

In 1997, the NC General Assembly appropriated money for the creation of partnerships between UNC system departments of education and public schools. UNC Asheville was granted funding to begin such a partnership. Members of the Department of Education, public school teachers, administrators, and arts & science faculty created a new structure, University School Teacher Education Partnership (USTEP), to coordinate partnership activities. Because of the overlap in purpose and membership between USTEP and the Faculty Advisory Committee on Teacher Education, the two have been merged into a single entity called the University School Teacher Education Council (USTEC).

##### **Purpose**

- Provide coordination and articulation between the University's Arts and Sciences departments, the Department of Education, and the Local Education Agencies (LEAs) in following the state's guidelines for the preparation of teachers within UNC Asheville's liberal arts model for teacher licensure;
- Develop the goals, objectives, and strategic plan for guiding the work of USTEC;
- Make recommendations to the Department of Education Chairperson based on reports from USTEP subcommittees. Each USTEP subcommittee chair will serve as a member of the USTEC University Standing Committee; and
- Encourage all members of USTEC to participate in the work of one of the USTEP subcommittees.

##### **Membership**

- At least 3 UNC Asheville Department of Education faculty, appointed by the Department of Education Chair and to include the USTEP Director, appointed by the Department of Education Chair.
- Department of Education Outreach Coordinator

- Provost and VCAA (or designee)
- 3 UNC Asheville Arts & Science Faculty, appointed by VCAA in consultation with the Department of Education Chair and to include faculty representing the Social Sciences, Natural Sciences, and Humanities
- At least, 1 public school teacher, appointed by the Department of Education Chair and to include representatives from partnership LEAs
- At least, 1 public school administrator (the Superintendents or their designees) from each partner LEA system
- At least, 1 community member, appointed by the Chair of the Department of Education
- At least, 1 UNC Asheville student, appointed by the Chair of the Department of Education

The Administrative Committee will include the Education Department Chair, USTEC Director, and the Outreach Coordinator.

The Chair of the Education Department, the Provost and VCAA (or designee), and superintendents are permanent members. The USTEP director is appointed annually by the Education Department Chair. All other members serve a staggered 2 year term. Committee and partnership members from the 2000-2001 academic year are expected to continue on or rotate off based on their current terms, whichever constitutes the end of their 2nd full year.

Recommendations to: Chair, Dept. of Education

Reports to: the Provost and VCAA

#### **10.4.9 Honors Program Advisory Committee (SD7903S)**

##### Purpose

The Honors Program Advisory Committee exists to provide ongoing oversight of the University Honors Program, advice to the Director of the program, and advice regarding the Program to the University administration.

##### Responsibilities:

Members of the Honors Program Advisory Committee will

- Offer direction for the program.
- Establish policies and guidelines for admission of new students to the Program
- selection of course offerings co-Curricular activities
- Assist the Director and Associate Director in determination of and requests for appropriate funding, both from the University and from external sources.
- Approve recognition of students eligible for Distinction as a University Scholar, using established guidelines.
- Help to advise students either formally, or informally (e.g. students involved in study abroad, service learning, production of Honors publications).
- Receive and provide feedback on annual reports and other measures of progress produced by the Director.
- Help to publicize and advocate for Honors program and its activities.

##### Membership

- The Faculty Welfare Committee will appoint two faculty members per year to serve staggered two-year terms on the committee. Appointments may be renewed for one additional two-year term.
- Ex Officio members will include the Director and the Associate Director of the Honors Program.

The Director and Associate Director may invite student members of the Honors Student Advisory Committee to meet with the Honors Program Advisory Committee on a non-voting basis as desired.

Recommendations to: Provost and VCAA or designee

Reports to: Provost and VCAA or designee

#### **10.4.10 Honors and Degree Programs (SD3197S)**

##### Purpose

1. Recommends who among the graduating class is to receive what level of University-wide Honors.
2. Recommends policy concerning the granting of University-wide Honors as well as approves policy for granting departmental or program distinction.
3. Recommends a recipient for the annual Manly E. Wright Scholarship Award to the graduating senior judged first in scholarship.
4. Reviews and approves requests from students who wish to develop and pursue a program of Independent Study leading to either the BA or BS. The committee must approve the proposed program curriculum before the student may formally pursue their desired course of study. The committee's decision is forwarded to the registrar.

##### Membership

- Five faculty members, each representing a different department with no more than two from the same division. Members shall serve two year staggered terms.

Recommendations to: the Faculty body

Reports to: the Provost and VCAA

#### **10.4.11 Intercollegiate Athletic Committee (SD7703S)**

##### Purpose

The Intercollegiate Athletic Committee is required by the NCAA. The responsibilities include:

1. Oversight of the Athletic Department budget
2. Monitoring of the academic progress of the student athletes
3. Advice to the Athletic Director on issues of importance

##### Membership:

- *Ex-officio members:*
  - Director of Athletics
  - Associate Athletic Directors
  - Senior Womens Administrator, Athletics
  - Compliance Officer
  - Academic Advisor
- Faculty Athletics Representative, Chair, (appointed by Chancellor)
- Equity Advisor to the Chancellor for Athletics (appointed by Chancellor)
- 3 faculty serving two-year staggered terms (appointed by FWDC)
- 2 students serving one-year terms (appointed by VCSA)

The voting members of the IAC are the three faculty appointed by FWDC and the two students appointed by the VCSA.

Recommendations and reports to: the Chancellor

#### **10.4.12 International Programs Advisory Committee (Revised by SD0305F) (SD6803S)**

##### Purpose

Advisory to the International Studies Director and Director of Study Abroad in curriculum development, study abroad program development, annual and long-rang program planning, budgeting and publicity.

##### Membership

- Director of International Studies (Chair)
- Director of Study Abroad
- International Students Advisor
- 6 faculty members with at least one from each of the three academic areas and serving staggered, two-year terms, selected by the FWDC.
- 2 Students, one-year terms (appointed by VCSA)

Recommendations to: Directors of International Studies and Study Abroad

Reports to: the Provost and VCAA or his/her designee

#### **10.4.13 Environmental Health and Safety Committee SD1021F SD1713F SD8007S** (formerly Energy & Safety as well as Safety and Health Committee)

##### Purpose:

To ensure that UNC Asheville, as a state agency, implements a safety and health committee structure that provides management and non-managerial involvement in the on-going responsibility of providing a safe work environment. The safety committee will also provide insight into safety planning and training

##### Duties

1. Review all safety and health policies and procedures established by UNC Asheville.
2. Review incidents involving work-related fatalities, injuries, illnesses or near-misses.
3. Review employee complaints regarding safety and health hazards.
4. Analyze the agency's work injury and illness statistical records.
5. Conduct meetings at least once every three months. Maintain written minutes of such meetings, send copies to each committee member and post in the appropriate workplace.
6. Make written recommendations on behalf of the committee to the next highest safety and health committee and/or agency head.

Additional duties may be added as the committee develops bylaws and operating procedures.

Membership

- One member appointed by Staff Council
- One SGA representative serving a one-year term (appointed by SGA)
- One non-supervisory and one supervisory representative (appointed by Senior Administrator for University Enterprises and Director of Athletics)
- Two faculty, each serving a three year term (staggered); appointed by FWDC
- One non-supervisory and one supervisory representative (appointed by the Vice Chancellor of Finance and Operations)
- One non-supervisory and one supervisory representative (appointed by the Vice Chancellor of student Affairs)
- Environmental Health and Safety Officer (voting ex officio member)
- Environmental Health and Safety Professional (voting ex officio member)

Recommendations to: Director of Emergency Management

Reports to: Director of Public Safety

#### 10.4.14 Sustainability Committee [SD7907S](#) (evolved into the Sustainability Council - see 10.4.6)

Purpose

Facilitate increased energy and environmental resource conservation in our campus community through collaboration of the faculty, staff and students on issues of day-to-day campus operations, strategic planning, renovation, and new construction.

Membership

- Two faculty and two alternates appointed by the Faculty Senate, each serving a two year staggered term
- Landscape Architect
- Two Office of Design and Construction staff members appointed by the Director for Facilities Management & Planning
- One Student Government Association representative
- One student demonstrating interest in energy and environmental concerns appointed by the Student Government Association.

Recommendations and reports to: Director for Facilities Management and Planning

#### 10.4.15 Transportation Committee ([SD3106S](#) [SD2213S](#))

Purpose

This committee will review and make recommendations concerning all parking and transportation issues (includes parking, mass transit, bicycle facilities, pedestrian resources, carpooling etc.). In addition, it will be the final arbitrator for parking citations hearing Appeals to Parking Petitions.

Membership

- Two faculty and two alternates appointed by the Faculty Senate, each serving a two year staggered term
- Two staff and two alternates appointed by Staff Council, each serving a two year staggered term. Alternates will assume Committee membership for two years upon other members completing their time.
- Two students and two alternates recommended by the President of the Student Government Association.
- The Committee will annually select a chairperson from among its Faculty and Staff members.

**Note: Persons with delinquent parking or traffic fines or persons who have received multiple citations for parking or moving traffic violations shall not be eligible for appointment to the Committee**

Ex Officio: UNC Asheville Transportation Coordinator.

Recommendations and reports to: The Director of Public Safety/Chief of University Police.

#### **10.4.16 Scholarship and Financial Aid (SD1998S)**

##### Purpose

1. Determines final awards the university merit scholarships, based on faculty and student input from campus interviews and folder evaluations.
2. Approves recommendations of awards for university need-merit and/or other special scholarships.
3. Determines policies and procedures for the awarding of university scholarships.
4. Reviews and makes recommendations for Financial Aid policies and procedures.

##### Membership

- one faculty member serving a one year term (appointed by FWDC in consultation with the Provost and VCAA)
- one staff member selected by the Assistant Provost of Academic Administration
- Assistant Provost of Academic Administration
- Assistant Provost for Admissions & Financial Aid
- Director of the Honors Program
- Director of Undergraduate Research
- one student (appointed by VCSA).

Recommendations to: Assistant Provost for Admissions and Financial Aid

Reports to: the Provost and VCAA

10.4.17 Adjunct Faculty Committee ([SD0500F](#)) [Committee Eliminated [SD0608F](#)]

#### **10.4.18 Institutional Animal Care and Use Committee ([SD6515S](#)) ([SD7303S](#)) ([SD5119S](#))**

The Institutional Animal Care and Use Committee (IACUC) is a federally mandated committee whose mission is to ensure the proper care and humane treatment of vertebrate animals. The Committee's responsibility is to develop, review, and monitor all animal facilities and care practices within the institution for compliance with federal legislation, agency regulations, and local laws. The IACUC is responsible for the dissemination of information regarding approved methods of animal care to individuals who use animals in research, teaching, or demonstration programs at the UNC Asheville.

To ensure compliance with all federal, state and UNC Asheville regulations, policies and standards in place to protect animal welfare, IACUC members review all requests for approval to use vertebrate animals. It also conducts inspections of all areas where housing and use of animals occurs along with reviewing the institutional program.

Membership and procedures (see [Section 4.3.6.1](#)) of the IACUC conforms to federal guidelines. These include the [Animals and Animal Products](#) (9 CFR), [Animal Welfare Act](#) (7 USC 2131 et seq.), [Health Research Extension Act](#) (P.L. 99-158), [PHS Policy on Humane Care and Use of Laboratory Animals](#) and [U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training](#).

Recommendations and reports to: Provost

**10.4.19 First Year Experience Advisory (integrated into ILSOC)** (see 10.4.37)

#### **10.4.20 Institutional Review Board ([SD1517F](#)) ([SD8913S](#)) ([SD0393F](#)) ([SD3110S](#))**

##### Purpose

The UNC Asheville Institutional Review Board (IRB) is charged by the University under its Federal Wide Assurance (FWA) reviewing all University activities involving human research subjects, according to the Code of Federal Regulations (CFR) for the Protection of Human Subjects (45 CFR 46), in order to safeguard the welfare and rights of research participants. The UNC Asheville policy on human subjects applies to all faculty, student, and staff research involving human subjects, regardless of funding source. The UNC Asheville IRB reviews biomedical and behavioral research protocols.

- Membership and procedures (see [Section 4.3.6.2](#)) of the IRB conforms to federal guidelines (45 CFR 46.107).

**Recommendations and reports to: the Provost**

#### **10.4.21 Pre-Health Professions Advisory Committee ([SD7803S](#))**

Purpose

The Pre-Health Professions Advisory Committee is responsible for coordinating advising and writing a committee letter of recommendation for students interested in seeking an advanced degree at a Health Professional School (medicine, dentistry, pharmacy, veterinary medicine, etc).

Membership:

The committee will be composed of seven members, three of whom will be permanent based upon their regular duties. The members are as follows:

- Director of the Pre-Health Professions Advisory Committee (appointed for a five-year term by the Provost and VCAA in consultation with the Deans). This person must be a member of the faculty.
- The campus physician or another health professional who is deeply interested in UNC Asheville (appointed annually by the Provost and VCAA).
- Coordinator of the Pre-Health Professions.
- Four faculty serving staggered four-year terms (appointed by FWDC in consultation with the Provost and VCAA).

Recommendations to: Director of the Pre-Health Advisory Committee.

Reports to: The Provost and VCAA

10.4.22 Graduate Council (integrated into another section) see 10.3.9

**10.4.23 Undergraduate Research Programs Advisory Council (SD6903S)**Purpose

The Undergraduate Research Program Advisory Council is needed to provide consistent faculty, student and staff input into the Undergraduate Research Program.

Responsibilities

1. Offer direction for the program.
2. Establish policies and guidelines for grants and activities.
3. Evaluate grant proposals from students
  - Regular semester grants
  - Summer grants
  - NCUR grants
  - Travel grants
4. Approve recognition of students as University Research Scholars or as Departmental Research Scholars
5. Seek ways of enhancing the program through increasing financial resources and addressing ways for the program to be recognized on and off campus.
6. Assist in planning, reviewing and critiquing the ongoing activities
  - Fall symposium
  - Spring symposium
  - UNCA Undergraduate Research Journal.

Membership

- Director of Honors Program, *ex officio*
- Editor of the NCUR (National Conference on Undergraduate Research) Proceedings, *ex officio*
- Director of Undergraduate Research Program, *ex officio*
- Program Assistant of Undergraduate Research Program, *ex officio*
- 3 faculty members (one from each academic area, appointed by FWDC)
- 1 member of the library staff (appointed by the Director of the Undergraduate Research Program in consultation with the University Librarian)
- 4 students (appointed by Director of URPAC in consultation with the Director of the Honors Program.)

Faculty and library staff members will serve two-year, staggered, terms, renewable for two additional terms. Students will serve one-year terms, renewable for one year.

Recommendations to: Director of Undergraduate Research

Reports to: Provost and VCAA or his/her designee.

10.4.24 Women's Studies Advisory Committee (Women's Studies is now a major)

10.4.25 Asheville Institute Advisory Committee (AIAC) ([SD1205S](#)) [Committee Eliminated] ([SD0508E](#))

**10.4.26 Aesthetics Advisory Committee (SD8015S) (SD0297E)** (eliminated 04/30/2015)

**10.4.27 Africana Studies Advisory Council (Revised by SD1605E (SD1794S)**

Purpose

This body will advise the Director in matters of program planning and delivery, curriculum development, resource acquisition, and outreach as well as

- program design, revision and maintenance;

- recommending purchases of instructional materials for the library and academic departments;
- approving courses included in the program;
- evaluating the teaching and performance of faculty participating in the program;
- seeking university approval of any changes to the existing program's curriculum or structure;
- organizing Faculty Development opportunities designed to enhance teaching of African and African-American topics;
- assisting University Relations in seeking private financial support for the program;
- supporting cooperative activities that involve the public and the Africana Studies Program.

#### Membership

- At least three faculty members appointed by FWDC in consultation with the Associate Provost serving two-year staggered terms.

Recommendations to: Director of Africana Studies

Reports to: Associate Provost and Dean for University Programs

#### **10.4.28 Sexual Harassment Advisory Committee (DISSOLVED 10/01/2015 [SD0315F](#)) (Revised by [SD5707S](#)) (SD8103S)**

#### **10.4.29 Teaching Awards Committee ([SD0416F](#) [SD4906S](#))**

##### Purpose

To select the annual recipients of UNC Asheville's various teaching awards.

##### Membership

- last year's full-time recipients of UNCA Teaching Awards,
- the prior year's UNC Asheville Distinguished Teacher, ex officio without vote.

The most recent recipient of the UNC Asheville Distinguished Teacher Award serves as committee chair.

Recommendations and reports to:

Provost and Vice Chancellor of Academic Affairs

#### **10.4.30 Teaching Fellows Advisory Council (DISSOLVED 11/05/2015 [SD0815F](#)) (Revised by [SD1705F](#)) (SD8303S)**

#### **10.4.31 Violence Prevention (reassigned to Public Safety and Student Affairs)**

#### **10.4.32 Lab Safety Committee (DISSOLVED 11/04/2021 [SD0921F](#)) ([SD1613F](#)) ([SD8003S](#)) (Formerly Radiation Safety Committee)**

##### **Purpose:**

To ensure that UNC Asheville, as a state agency, adheres to all federal, state, and local environmental health and safety related statutes, regulations and guidelines in the operation of its teaching and research laboratories, studios and academic shops, and implements operational best practices to provide a safe and healthy working and learning environment for students, staff, and faculty. This committee will also provide a conduit to the University's Environmental Health and Safety Committee and its safety program for departments and programs operating any of the aforementioned facilities (currently ART, BIOL, CHEM, DRAM, ENG, ENVR, ESOP [Eshelman School of Pharmacy], HWP, and PHYS).

##### **Duties:**

1. Review, understand, and ensure that local, state and federal EH&S guidelines, are implemented properly in academic laboratories, studios and shops.
2. Review all UNC Asheville EH&S policies and procedures directed toward academic laboratories, studios, and shops and make recommendations to ensure they are consistent with external regulations/guidelines and operationalized appropriately.
3. Discuss and understand new UNC Asheville EH&S policies and procedures and determine how to appropriately operationalize them in laboratory, studio and shop settings.
4. Participate in the production of laboratory, studio and shop safety manuals and educational materials.

##### **Membership:**

- Academic Affairs Environmental Safety Professional
- Seven UNC Asheville faculty (ART, BIOL, CHEM, DRAM, ENVR, HWP, and PHYS) – chosen by their respective departments
- UNC Asheville laboratory managers, EPA non-faculty (currently two individuals)
- One ESOP faculty or staff – appointed by ESOP
- One ENG faculty or staff – appointed by Director of the Joint Engineering Program

**Recommendations to:** Academic Affairs Environmental Health and Safety Professional

**Reports to:** the Dean of Natural Sciences

**10.4.33 Key Center Advisory Committee (SD2911S)****Purpose:**

The Key Center Advisory Committee exists to oversee and support both the creation of Service Learning Designated Courses and the academic honor of Community Engaged Scholar.

**Responsibilities:**

Members of the Key Center Advisory Committee will:

- Approve requests to make courses service-learning designated
- Approve the work of students seeking to be Community Engaged Scholars
- Offer direction to the Key Center to make service-learning efforts both state of the art and science
- Advise the director of the Key Center on matters she or he needs assistance with
- Help promote service learning to campus members

**Membership:**

- The Key Center director (ex-officio)
- Three faculty members (one from each division) appointed by FWDC in consultation with the Associate Provost
- One student appointed by the Vice Chancellor for Student Affairs in consultation with the director of the Key Center

Members would serve staggered terms of two years with a one year appointment for the student representative.

**Reports to:** The Provost or the Provost's designee

**10.4.34 Inquiry Arc Advisory Committee as a Standing Committee (DISSOLVED 10/04/2018 SD0418F) (SD4612S)**Purpose

The Arc Advisory Committee exists to guide and support both the 5-year *Inquiry ARC* implementation as well as to guide changes in QEP implementation in the subsequent 5 years.

Responsibilities

An Arc Advisory Committee will provide guidance and support and serve in an advisory capacity to the QEP Director and the IE Director.

Members of the Arc Advisory Committee will:

- Offer direction, guidance, and support to the QEP Director and the Institutional Effectiveness (IE) Director as the QEP Implementation unfolds
- Approve major changes in the Inquiry ARC Implementation and Assessment Plans
- Offer direction to the QEP Director and the IE Director on assessment, critical thinking pedagogy, engaged learning and scholarship, professional development, information technology, marketing, etc. as needed
- Advise the QEP Director and IE Director on matters they need assistance with
- Help promote *Inquiry ARC* to campus members

Membership

Four faculty members: Members may represent both UGR or SL and a program area, as follows:

- The QEP Director (ex-officio)
- The IE Director (ex-officio) or representative.
- 1 representing the Undergraduate Research Program (UGR) appointed by the director of Undergraduate Research in consultation with the QEP Director
- 1 representing the Key Center for Service Learning (SL) appointed by the director of the Key Center for Service Learning in consultation with the QEP Director
- 2 more members to complete the representation from each of three program areas (Humanities, Social Sciences, Natural Sciences) appointed by FWDC in consultation with the QEP Director

Two staff members:

- 1 appointed by Staff Council in consultation with the IE Director
- 1 representing a relevant student affair area (e.g. Student Activities and Integrative Learning, Campus Recreation, Planning and Assessment) appointed by the Vice Chancellor of Student Affairs in consultation with the IE Director

Two student members:

- 2 appointed by the Vice Chancellor of Student Affairs in consultation with Student Government Association

### Leadership

Faculty and Staff Members would serve staggered terms of three years

Student Members would serve one year terms, with the option to continue a second year.

**Reports to:** The Provost or the Provost's designee

#### **10.4.35 Liberal Arts Core Advisory Committee (SD7917S)**

##### Purpose

The roles and responsibilities of the LAC Advisory Committee are as follows:

1. To meet once each semester with the full group of LAC component leaders, to discuss issues of importance to the LAC Program.
2. To receive assessment results of the LAC Program from the Office of Institutional Research, Effectiveness, and Planning.
3. To discuss results of the assessment with LAC component leaders and the appropriate dean or administrator.
4. To report to APC annually on the results of the assessment and the use of data for informed practice over the subsequent assessment cycle.
5. To complete tasks assigned by APC intended to increase the effectiveness of the LAC Program.

##### Membership

Four members of the LAC Advisory Committee are selected from the group of LAC component leaders listed below. Members are selected by the full group of LAC component leaders to serve two-year staggered terms. A fifth member is an Academic Affairs Administrator appointed by the Provost. Terms are staggered two-year terms.

##### LAC Component Leaders

Humanities, Program Director

Arts and Ideas, Program Director

First Year Colloquium, Coordinator

Diversity Intensive, Coordinator

Laboratory Science & Scientific Perspectives, Natural Science Chair (Selected by NS Chairs 2-year term)

Social Science & Scientific Perspectives, Social Science Chair (Selected by SS Chairs 2-year term)

Second Language, Modern Languages and Literature Chair

Quantitative Perspectives, Mathematics Chair

Writing Program Administrator

#### **10.4.36 Diversity Intensive Committee (SD0317F)**

##### Purpose

The DI Committee is responsible for advising and assisting the DI Coordinator in the oversight of DI courses. These responsibilities include advising and assisting the Coordinator in:

1. Reviewing Applications for DI courses
2. Assessing DI Courses
3. Maintaining appropriate records related to DI courses

##### Membership

Three full time faculty members, none of whom may come from the same program area, and the DI Coordinator. The program area representatives will serve two-year, staggered terms and will be appointed by FWDC in consultation with the DI Coordinator.

**Reports to:** The Provost and the LAC Advisory Committee

#### **10.4.37 First Year Experience Advisory Committee (SD6618S) (SD0720F) (SD1121F)**

##### Purpose

The First Year Experience Advisory Committee is dedicated to developing, refining, and taking inventory of programs and resources to assist first-year students as they make their transition to college. The committee's work helps students learn critical cognitive and non-cognitive skills while they gain agency, self-direction, and sense of community. Additionally, the committee supports faculty and staff in developing the knowledge and skills needed to support first-year students and connect them with available resources.

##### Membership

Faculty representation on FYEAC shall include the Director of First and Second Year Academic Success, the First Year

Writing Coordinator, the HUM 124 Coordinator, and two at-large members, at least one of them with significant experience teaching an FYS 178. Staff representation shall include the Dean of Students, the Director and Assistant Director for the Office of Student Transitions and Family Programs, one representative from the Office of Academic Advising, and one at-large member designated by the Dean of Students. The committee will be co-chaired by the Director of First and Second Year Academic Success and the Dean of Students. The at-large members serve 2-year terms with the option of renewal. Appointments and renewal of at-large members will be decided by the co-chairs of the FYEAC in collaboration with FWDC.

Reports to: The Provost, The Vice Chancellor for Student Affairs, and the LAC Advisory Committee

#### **10.4.38 Writing and Information Literacy in the Disciplines Advisory Committee (WILDAC) (SD2319S)**

##### Purpose

The Writing and Information Literacy in the Disciplines Advisory Committee will provide pedagogical resources that support departmental student learning goals and objectives for writing and information literacy. This charge will replace the charge given to the Writing Coordinator on pages 9-10 of Senate Document 7315S, where Writing Competencies were established.

##### Responsibilities

The role of the Writing and Information Literacy in the Disciplines Advisory Committee will be to offer support rather than oversight. Resources and support offered through the WILDAC include but are not limited to reflective discussion at the conclusion of each program's three year assessment cycle regarding the development, articulation, and delivery of scaffolded writing and information literacy curricula based on their specific needs, goals, and the department's assessment plan (as specified in Senate Document 8614S). Further, as part of its support, the WILDAC can, for example, facilitate faculty learning circles, lead faculty/department workshops on writing-related concerns, help departments scaffold writing instruction across the curriculum, and/or craft assessment.

##### Membership

1. the Writing Program Coordinator or Associate Writing Program Coordinator (Humanities faculty representative) or designee,
2. the Director of the Writing Center or designee,
3. the Director of Institutional Effectiveness or designee,
4. a social science faculty representative,
5. a natural science faculty representative,
6. an information literacy specialist (library staff).

Two co-chairs, one staff and one faculty, will be elected by the committee members. Tenure in the first three of these positions are determined by their respective units. The representatives from Natural Science, Social Science, and the library staff will serve renewable three-year terms. This rotation will help to maintain diverse representation on the WILDAC without unduly contributing to faculty workload.

**Reports to: the Provost and VCAA**

#### **10.4.39 Student Feedback on Instruction Review Committee (SD5621S) (SD6722S)**

##### Purpose

The SFI Review Committee is dedicated to reviewing and recommending amendments of the Student Feedback on Instruction form to Faculty Senate (as necessary) and communicating with faculty, chairs, and program directors about the implementation of the form and how its results are best used and interpreted.

##### Membership

Faculty representation on the SFI committee shall include seven members, including: at least one member from the Center for Teaching and Learning; at least two members from the Office of Institutional Research, Effectiveness & Planning; at least one member from Academic Affairs; and at least one member from each of the academic divisions (social sciences, natural sciences, and humanities). These members shall be appointed by FWDC, in consultation with the Provost and serve staggered three year terms.

Reports to: The Provost

#### **10.4.40 Institutional Biosafety Committee (SD5721S)**

##### Purpose

The Institutional Biosafety Committee (IBC) is charged with assessing the safety of recombinant DNA research and to identify any potential risk to public health or the environment. Further, the committee will assure the safe acquisition, use and disposal of all biohazardous materials at the University. The IBC, in conjunction with the Biological Safety Program Manager, regulates biological materials used in research, teaching and service operations at the University.

UNC Asheville acknowledges its responsibility to provide a program for the handling, storage and disposal of biohazardous materials, to provide emergency response for incidents involving biohazardous materials, and to educate the UNC Asheville community about the safe use of biohazardous materials in research, teaching, and service activities.

##### Duties

1. Ensuring UNC Asheville compliance with:
  - a. All federal, state and local regulations;
  - b. Procedures and principles relating to the prevention and/or control of infectious diseases, including strict adherence to the most recent version of the CDC/NIH publication [Biosafety in Microbiological and Biomedical Laboratories \(BMBL\)](#); and,
  - c. The procurement, storage, use and disposal of biohazardous materials used in UNCA research teaching, and service

facilities.

2. Certifying investigators and instructors, their laboratories and/or their practices for work are conducted at appropriate biological safety levels.
3. Overseeing the development and maintenance of written biohazard safety/infectious disease control plans that minimize exposures for all affected personnel using proper engineering controls and work practices; to make the plan available to the institutional community; and to recommend updates to the plan, as necessary. Additionally, overseeing the development and implementation of educational programs related to infectious diseases and biohazard safety.
4. Following the [National Institutes of Health \(NIH\) protocol notification, procedure for individuals exposed to recombinant DNA, synthetic nucleic acids, or regulated pathogens](#).
5. Identifying tasks that carry the risk for transmission and the occupational groups involved.
6. Reviewing instances of potentially infectious disease outbreaks related to research, teaching and service activities that the committee oversees.
7. Recommending to the UNC Asheville Environmental Health and Safety Committee (EHSC) policies and procedures to protect the health and safety of all faculty, staff, students, and visitors at UNC Asheville.

#### Membership

Five (5) voting members, approved by the Provost in consultation with FWDC. Faculty members serve staggered three-year terms which may be renewed, while the community representatives serves a one-year terms which may be renewed.

#### Voting Members

1. At least one two faculty members who has have expertise in proper handling of biohazardous materials;
2. One faculty member at large (appointed by FWDC); and
3. Two members unaffiliated with the university and the research facility to provide representation for the general community (Community Representatives).

#### Non-voting Members

1. Representative from the Environmental Health and Safety Office, ex officio.
2. Liaison from Academic Affairs, ex officio and non-voting, as needed, to facilitate the work of the IBC, ex officio.

Recommendations to: The IBC directs matters related to the use of biohazardous materials at UNC Asheville to the Chief Research Officer.

Reports to: The VCAA

## **10.5 Individual Service Appointments**

For information about reassigned time associated with these appointments, see [Section 3.1.4.1.5](#).

### **10.5.1 Faculty Handbook Editor (SD2005S)**

The Senate Secretary shall act as the Faculty Handbook Editor. The editor is responsible for maintaining the Handbook through annual revisions and reports to the Chair of the Faculty Senate.

### **10.5.2 Humanities Director**

#### Duties:

The Director of Humanities is responsible for scheduling all sections of Humanities courses each term, supervising faculty who teach only within Humanities (e.g., adjuncts), and supervising the coordinators of the four Humanities courses.

Appointed by: the Provost and VCAA

Term of Appointment: 3 years, renewable

### **10.5.3 Arts and Ideas Director**

#### Duties:

The Arts and Ideas Director is responsible for recruiting faculty to teach in the Arts and Ideas program, working with participating faculty to develop the ARTS 310 course, and scheduling multiple sections of ARTS 310 and the ARTS workshops.

Appointed by: the Provost and VCAA

Term of Appointment: 3 years, renewable

### **10.5.4 Director of the Honors Program**

#### Duties:

The Director's responsibilities include planning the Honors program, both academic and co-curricular; appointment of faculty members to teach Honors classes (in consultation with other department and program heads); selection of students as members of the program; maintaining and implementing Honors policies; supervising the process of naming graduating seniors for Distinction as University Scholars; arranging assessment for Honors classes and other activities; organizing the non-classroom activities of the program including study abroad, service learning, post-graduate opportunities, and co-curricular events; representing the program to the University, the community, and prospective students; assisting with admissions, recruitment, and scholarship decisions; and providing liaison with the Undergraduate Research program. (See [Section 11.2](#) for program information)

Appointed by: the Provost and VCAA

Term of Appointment: 3 years, renewable

#### **10.5.5 Director of the Undergraduate Research Program**

Duties:

The responsibilities of the Director of the Program include:

1. cooperating with the University Laurels Merit Scholarship Program, to recruit and retain talented students;
2. serving as an information conduit for students and faculty who want to learn more about undergraduate research;
3. providing information about funding opportunities for students through academic year and summer research and presentation grants;
4. coordinating the interaction of undergraduate research students with external groups (e.g. NCUR, Research at the Capital, SOARS);
5. arranging for public presentation of the work of undergraduate research students for the UNC Asheville community;
6. overseeing the publication of the UNCA Journal on Undergraduate Research;
7. collecting information on students and faculty who participate in undergraduate research for institutional awards;
8. interacting with the national undergraduate research community.

UNC Asheville's Undergraduate Research Program offers a range of opportunities specifically aimed at assisting faculty and students with collaborative efforts in research. The Undergraduate Research Program Advisory Council (URPAC) assists the director in setting policy, assessment of the effectiveness of the program, and making changes necessary to improve the overall quality of the program. (See [Section 11.3](#) for program information).

Appointed by: the Provost and VCAA in consultation with representatives from the Undergraduate Research Program Advisory Council (URPAC).

Term of Appointment: 3 years, renewable

#### **10.5.6 Director of Teaching and Learning**

Duties:

The Director of Teaching and Learning supervises all activities of the Center for Teaching and Learning (see [Section 11.5](#) for center information). The Director works to create an environment in which faculty across the university are energized to pursue professional improvement with maximum efficiency. The Director is responsible for

1. working with faculty and the Office of Academic Affairs regarding faculty development needs and plans, and communicating with faculty concerning administrative suggestions and decisions related to these.
2. facilitating communications among those working on, or interested in working on, teaching and learning projects.
3. encouraging faculty's development of professional knowledge, recognition and expertise through such activities as grant proposal writing, research, teaching exchanges and attendance at summer seminars and professional conferences.
4. maintaining communication with offices across campus to gather and/or assure dissemination of information pertinent to effective faculty development in teaching and learning.
5. representing UNC Asheville off campus, communicating and consulting with those in similar offices on other campuses and with appropriate state and national professional organization.
6. managing the budget allocated to the Center.
7. supervising and evaluating Center staff.

Appointed by: the Provost and VCAA in consultation with representatives from the UTC and FWDC.

Term of Appointment: 3 years, renewable

#### **10.5.7 Director of the Key Center for Community Citizenship and Service Learning**

Duties:

The Key Center Director oversees all Center activities, including those of the assoc. director; the director also is primarily responsible for encouraging faculty to use service-learning in their classes, and for assisting them to make this a successful addition to student learning. (See [Section 11.6](#) for center information.)

Appointed by: the Provost and VCAA in consultation with the Key Center advisory board.

Term of Appointment: 3 years, renewable

#### **10.5.8 Director of Interdisciplinary Studies**

Duties:

The Director of Interdisciplinary Studies leads UNC Asheville's newest degree program, consisting of two concentrations: the Individual Degree concentration, for students developing their own interdisciplinary degree program, and the Ethics and Social Institutions concentration. The coordination function includes:

1. Course management: Scheduling and evaluating courses carrying the IST designation.
2. Program development: Evaluating requests for new IST courses and programs.
3. Program management: Supervising the degree concentrations including all aspects of the Individual Degree concentration (i.e., evaluating/approving applications, monitoring student progress and assessing student learning).
4. Budget oversight.
5. Publicity of IST options among faculty and students.

Appointed by: the Provost and VCAA in consultation with Council of Chairs and Directors

Term of Appointment: 3 years, renewable

#### **10.5.9 Director of International Programs**

Duties:

The Director of International Programs supervises all aspects of international programming: overseeing the study abroad program, coordinating the International Studies minor, sponsoring and promoting a variety of co-curricular events with an international focus, and organizing faculty development projects that will lead to both new International Studies courses and the infusion of international content across the curriculum. Activities within the study abroad program are coordinated by the Director of Study Abroad who is responsible for the day-by-day functioning of the Office of Study Abroad.

Appointed by: the Provost and VCAA

Term of Appointment: 3 years, renewable

#### **10.5.10 Staff Council Faculty Liaison**

Duties:

A non-voting faculty member appointed annually to the Staff Council. Functions as a liaison between the faculty and staff, sharing information about issues of importance to faculty, staff and the university.

Appointed by: the Faculty Senate

Term of Appointment: 1 year

#### **10.5.11 Faculty Athletic Representative (FAR) (SD0909F)**

The University Faculty Athletic Representative (FAR) to the National Collegiate Athletic Association (NCAA) and the Big South Athletic Conference is appointed by the Chancellor for a four-year period; a second reappointment may be made. No faculty member will serve for more than eight consecutive years. Appointment procedures are outlined in the responsibilities of the Intercollegiate Athletic Committee (IAC). Since the Department of Athletics operates on a twelve-month schedule, the FAR or a designated representative of the IAC must be available during the summer months.

The FAR is an advocate of the student athlete and monitors the Athletic Department's activities to insure compliance with NCAA regulations; the FAR is not an advocate of the Athletic Department. Specific duties include keeping the Chancellor and Provost apprised of alleged irregularities within UNC Asheville's athletic program, representing UNC Asheville as the voting delegate at the Annual NCAA Convention, chairing the IAC, conducting the required NCAA exit interviews, certifying eligibility and squad lists in coordination with the Registrar, monitoring graduation rates and academic progress, and monitoring that both scholarship and

participation opportunities reflect the University gender ratio.

#### **10.5.12 Faculty Mentoring Program Coordinators (SD8108S)**

Duties include, but are not limited to, the following:

- Contacting new faculty members in spring/summer
- Recruiting faculty mentors in spring/summer
- Develop a calendar of events for the academic year spring/summer (including three gatherings throughout year and at least two cultural event outings)
- Attend new faculty orientation session to describe mentoring program in fall
- Complete mentor/mentee assignments by beginning of fall semester
- Maintain contact with mentees between mentoring events
- Administer end-of-year evaluation to both mentors and mentees to assess program

#### **Membership**

The Faculty Senate will elect two coordinators from two different program areas for staggered, renewable, two year terms. There should be one male and one female coordinator, one a junior faculty member (at least 3 years at UNC Asheville) and the other a senior faculty member. These appointments will be made in April of the preceding academic year to empower the coordinators to seek out volunteer mentors and plan initial activities well in advance of the arrival of new faculty.

Because coordinating this program is time-consuming, it is suggested that faculty who serve as coordinators be protected from other significant service assignments.

Recommendations to: Provost

Reports to: Provost

#### **Rationale**

As our colleague Tucker Cooke noted many years ago, the success of new faculty rests not only on their ability to acquire the knowledge and skills they need to succeed. Their ability to develop connections and relationships with colleagues is a third critical factor. A Faculty Mentoring Program is an important component of UNC Asheville's other faculty development activities (e.g. new faculty/new chair orientation, professional development programs through the Center for Teaching and Learning). A successful mentoring program requires identified coordinators who are committed to providing this important experience. The logical way to ensure this success is by appointing program coordinators through the Faculty Senate.

Initially, one coordinator will serve a three-year term and the other will serve a two-year term.

#### **10.5.13 Faculty Ombuds (SD8017S) (SD5019S) (SD2720S)**

##### **Purpose**

The Ombuds Team will consist of 2 tenured faculty members selected by the Provost, in consultation with the Faculty Welfare and Development Committee and current Ombuds members. Ensuring diversity on the Ombuds Team will be a priority. Each term will be 6 years and be staggered so that a new Ombud member will be appointed every 3 years.

The Faculty Ombuds will attend a 3-day training ("Foundations of Organizational Ombudsman Practice") offered by the International Ombudsman Association (IOA) within 12 months of being appointed, and will participate in ongoing, relevant professional development opportunities, including IOA conferences and consultation with the Title IX Office as necessary. Support for training and related travel will be provided by the Office of the Provost.

In cases where faculty have concerns related to workplace behaviors including but not limited to interpersonal conflicts, discrimination, harassment, or bullying, but may not (yet) wish to file a formal grievance, they may contact either member of the Ombuds Team to initiate a conversation. Concerns may or may not pertain to protected class categories such as race, ethnicity, gender identity, sexual identity, disability, age, and/or religion. The ombuds will listen impartially and offer an environment that is conducive to problem solving. In addition, the ombuds may discuss multiple options for conflict resolution, including appropriate resource referrals and applicable university policies. The Ombuds cannot provide legal advice or representation at any grievance, disciplinary, or judicial procedure including court testimony and non-university related issues. Any concerns related to sexual harassment or sexual misconduct should be taken directly to the university Title IX coordinator, not to the Ombuds Team. Any instances of workplace violence should be taken directly to the Manager of Employee Relations.

Although the faculty ombuds report annually to the Faculty Senate, the Office of the Provost, and the Chancellor, the Ombuds Team functions independently of all university offices, and neither represents the university administration nor any individual. The Ombuds Team operates in accordance with the International Ombudsman Association standards of practice: [https://www.ombudsassociation.org/assets/docs/IOA\\_Standards\\_of\\_Practice\\_Oct09.pdf](https://www.ombudsassociation.org/assets/docs/IOA_Standards_of_Practice_Oct09.pdf)

What the Ombuds May Do:

- Offer an environment conducive to problem resolution and impartially listen to concerns or problems
- Maintain confidentiality of information, except in instances where there is a legal obligation to report
- Gather information
- Discuss options for resolution of your problem or concern
- Discuss University policies and procedures that may be applicable to your problem or concern
- Make referrals to appropriate resources
- Facilitate difficult conversations

What the Ombuds Won't Do:

- Provide legal advice or representation
- Represent or advocate for you at any grievance, disciplinary, or judicial procedure
- Testify in formal university grievance proceedings
- Assist with non-university related issues

Due to the sensitive nature of their work, Ombuds team members will be ineligible to serve on the Committee of Tenured Faculty, the Post-Tenure Review Committee, the Faculty Hearings Committee, the Faculty Grievance Committee, the Faculty Senate, and the Academic Appeals Board during the time period covered by their terms and the following year. An additional year's leave of absence from service on any of these committees may be requested by contacting FWDC at least 5 days prior to the relevant election(s). When considering an Ombuds team member for appointment to any other committee or service assignment, including department chair or program director, FWDC and the Provost should carefully consider both the confidential nature of the Ombuds work and the potential for a high workload.

#### **10.5.14 Diversity Intensive Coordinator (SD0217F)**

##### Duties:

The Diversity Intensive Coordinator will approve proposed DI courses according to DI learning outcomes and review student petitions for course substitutions for the DI requirement. The coordinator collects syllabi and information on courses proposed as Diversity Intensive; communicates expectations; and encourages best practices in Diversity courses across the disciplines. The Diversity Intensive coordinator works with department chairs and program directors to see that a sufficient number of DI sections are offered. The Diversity Intensive coordinator will also collaborate with IREP and CTL on faculty development (e.g., assignment exchanges, best practices in pedagogy) to facilitate discussions about student learning in DI courses.

It is important to recognize the difficulty of teaching DI courses. Therefore, in addition to approving DI courses the Diversity Intensive Coordinator will be a resource for teachers who guide students through difficult subject matter and often meet many forms of resistance.

##### Appointment:

The FWDC chair will put out a call for applicants in the semester prior to an expected vacancy. Faculty interested in the position will send materials to the FWDC chair, and the coordinator will be selected by FWDC in consultation with the Provost.

Term of Appointment: Three years, renewable

#### **10.5.15 Director of First and Second Year Academic Success (SD0217E) (SD0620F)**

##### Duties:

Director of First and Second Year Academic Success works collaboratively across many areas of campus to ensure a deep connection between the academic experience, the more comprehensive student experience, and student outcomes over the first two years and as students transition to UNCA. The Director strengthens the connection between academic programs in the first two years and high impact practices by raising awareness and preparing students to participate in internships, research opportunities, service learning opportunities, and global engagement; bolsters and if possible expands advising prior to major declaration; helps connect students to and prepare students for national awards and honors; and is a primary connection between the faculty and the deployment of technologies and strategies to assist in retention in the first two years.

As part of this work the Director of First and Second Year Academic Success assists faculty in developing First-Year Seminars by collecting and making available information on the rationale and best practices of FYs across disciplines, recruiting and training faculty to teach in the program, communicating university expectations, and assisting faculty in assessment of the FYs. They collaborate with department chairs and program directors to see that a sufficient number of FYs are offered. The Director of First and Second Year Academic Success supervises the Assistant Director of Advising and collaborates with the Office of Advising to assist with matters of student retention and success. The Director of First and Second Year Academic Success serves on the Enrollment Management Group and works with EmBark, RendezBlue, Open Houses and Discovery Days to help articulate the academic experience students can expect in their first two years and to support students' successful transition to UNCA. They serve as the co-chair of the First Year Experience Advisory Committee along with the Dean of Students. Finally, the Director collaborates with IREP and CTL on faculty development (e.g., assignment exchanges, best practices in pedagogy) to facilitate discussions about student learning in FYs.

##### Appointment:

The Provost will put out a call for applicants in the semester prior to an expected vacancy. Faculty interested in the position will send materials to the Provost, and the director will be selected by Provost in consultation with FWDC.

Term of Appointment: Three years, renewable

## **10.6 Time-Limited Committees (revised by [SD2202S](#))**

When special issues arise, UNC Asheville establishes additional committees to work on specific time-limited projects. Most of these committees contain faculty representatives as a mechanism for providing faculty input. Members may be appointed by the Chancellor, the Provost and VCAA, the Faculty Senate, the University Planning Council or Department Chairs/Program Directors. Those who appoint members to these committees specify both the term of appointment and the mission/charge to the group, including to whom and at what time the group must report.

For the Faculty Senate to be aware of ad hoc committees and task forces in the campus community, each university-wide committee/task force must follow the procedure below

1. On formation of the committee/task force, the chair of that entity must notify the FWDC of the Faculty Senate of the objectives, membership and anticipated length of service of the group.
2. At the time of its formation, the committee/task force must identify a finite time limit.
3. If the committee/task force exists beyond a two year limit, it must convert to a standing committee or disband.

### **10.6.1 Academic Department/Program Committees**

Department Chairs or Program Directors may appoint members of their faculty to departmental or program committees. These committees serve a variety of functions (e.g., search committees, curriculum committees, self-study committees) and report to the Department Chair or Program Director as appropriate.

### **10.6.2 Institutional Self Study/Accreditation**

UNC Asheville periodically creates task forces to work on an institutional self-study (e.g., review of the General Education curriculum) or an institutional accreditation (e.g., SACS, NCATE, NCAA). Faculty typically are appointed to these committees by the Provost and VCAA in consultation with the Faculty Senate.

### **10.6.3 Administrator Search Committees** (see [Section 2.4](#) for faculty searches)

Faculty serve on the search committees for various Vice Chancellor positions. Faculty typically are appointed to these committees by the Provost and VCAA or the Chancellor in consultation with the Faculty Senate.

Faculty also serve on the search committee for the position of Chancellor. Faculty are appointed to this committee by the Board of Trustees in consultation with the Faculty Senate..

### **10.6.4 Other Ad Hoc Committees and Task Forces**

Whenever necessary, UNC Asheville may create additional ad hoc committees of task forces to explore issues of current importance (e.g., retention, diversity). (See Section 10.6 above)

## **10.7 FORMS for Section 10.0**

No forms for this section.

## 11.0 CURRICULAR AND CO-CURRICULAR ENHANCEMENTS

UNC Asheville is committed to providing a rich curricular and co-curricular environment for its students, faculty and staff. The following sections describe current programs, activities and services on the UNC Asheville campus in this continually growing domain.

### 11.1 [Arts and Performances](#)

#### Art

Throughout the year the Art Department sponsors workshops and lectures for the university and the community. Workshops are usually concentrated studies in a specific area of interest or media. Art exhibits are located in the Owen galleries on the first and second floors of Owen Hall.

The Art Department has a rotating collection. The works from the collection are available to the university community on a "check-out" system and can be hung in faculty offices where security is not a problem. When new works are added to the collection these become available for general university use.

#### Music

UNC Asheville music offers many musical opportunities for members of the faculty, their families, and friends. If you are interested in making music, you are welcome to join one of our performance groups: UNC Asheville Community Chorus, UNC Asheville Community Band, or UNC Asheville Community Jazz Band. If you are interested in hearing music, call the Music Department to receive a calendar of upcoming musical events.

If you would like more information on any of these opportunities or if you would like to become a member of the UNC Asheville Friends of Music and obtain free admission to many musical activities, please call the Chair of the UNC Asheville Music Department.

#### Drama

Theatre UNC Asheville, the production laboratory of the Department of Drama, is located in the Carol Belk Theatre, a 199-seat flexible theatre-in-the-round. An active and varied theatre season includes full-length productions that have reduced-priced tickets for the UNC Asheville community. A dress rehearsal is held prior to opening night for all productions; faculty may purchase tickets at student prices for other performances. Faculty members may also arrange group ticket rates for classes and departmental organizations. Admission is free to student productions.

All Theatre UNC Asheville productions are open to participation by faculty, as well as students. Auditions are announced in the UNC Asheville Calendar and on posters around campus.

#### Cultural Events and Special Academic Programs

The Cultural Events and Special Academic Programs brings numerous national and international performers to campus each year including dance troupes, concerts, poets, and theatrical performances. Faculty may purchase tickets at a discounted price through the ticket office in the Highsmith University Center.

### 11.2 Honors Program

The University Scholars Honors Program, established in the fall of 1985, is designed to recruit more able and motivated students, foster an environment in which the intellectual potential of students can flourish, and retain a core group of students committed to liberal learning by means of enhanced advising, counseling and other support services. The program is based on honors course work as well as co-curricular activities that "extend learning beyond the classroom." Course work emphasizes the interdisciplinary nature of liberal learning, the historical and cultural context of knowledge, and the value of understanding classical works as the foundation of contemporary ideas. The Honors Program encourages independent study and collaborative research, particularly through the close interaction among students and faculty in a capstone senior research experience. Co-curricular activities include meetings with visiting scholars, discussions following selected cultural events, field experiences, service learning, study abroad and other travel opportunities.

The Honors Curriculum consists of Honors sections of the general education core curriculum, interdisciplinary special topics seminars, independent study reading and research, and a senior colloquium where students present their senior research. Students successfully completing the Honors Program graduate "with distinction as a University Scholar" (see current UNC Asheville catalog for

requirements).

The Honors Program, in conjunction with the Undergraduate Research Program, sponsors the Undergraduate Fellowships and Scholars Awards. These scholarships include special program components as well as financial support. Competition is open to entering first-time freshmen based on high school GPA, SAT scores, and an essay. Contact the Admissions Office for more information.

Transfer students and continuing UNC Asheville students may participate in the program by invitation, application, or faculty nomination. Contact the honors Director for more information on eligibility.

The University Honors Program is administered by a Director, appointed from among the faculty, in consultation with the Honors Advisory Committee and an Honors Student Advisory Committee. Academic policies for the program are referred from the Advisory Committee to the APC of the Faculty Senate. Faculty teaching Honors courses are selected by the Director and the Advisory Committee. More information is available at <https://www.unca.edu/academics/honors-program/>.

### 11.3 Undergraduate Research Program

The primary goal of the Undergraduate Research Program (URP) is to provide participating students with a wide variety of research opportunities which support and supplement other educational activities. The program began in 1984 and founded the National Conference on Undergraduate Research (NCUR) and the North Carolina Consortium on Undergraduate Research.

URP allows students to work closely with faculty on a wide variety of research projects; undergraduates share in the difficulties of planning and conducting research, as well as in the excitement of discovery. Students learn that research is not an esoteric, mysterious process, and they learn to organize themselves for a world of imperfect answers to sometimes fuzzy questions. Across all areas of interests, participating students benefit from a different kind of learning experience that changes their perspective on knowledge and education.

URP provides the organizational and programmatic structure for research experiences, usually reserved for graduate-level students, across the arts, humanities, natural sciences or social sciences. The innovative, nationally recognized program includes:

- Academic year and summer research grants
- Travel grants
- Faculty scholars/mentors
- Editors and publishers of the annual Proceedings of NCUR
- Campus-wide undergraduate research symposia
- The [UNCA Journal of Undergraduate Research](#)
- University Research Scholar designation upon graduation
- Membership and participation in the North Carolina Consortium on Undergraduate Research

Students who have worked on research projects, whether or not they were funded by the URP are invited to present their results at one of three Undergraduate Research Symposia held on campus each year. The Program also funds travel grants for fifteen to twenty-five students and faculty to attend the Fall Conference of the North Carolina Consortium on Undergraduate Research, held in Durham, North Carolina, and the National Conference on Undergraduate Research, held at various campuses around the country in the spring. More information about the program is available at <https://urp.unca.edu/>.

### 11.4 Study Abroad/Study Away

UNC Asheville's Study Abroad/Study Away department offers assistance to students who want to experience academics in other countries as well as other parts of the United States. Visit its [Resource Library](#) where you can discover which programs will be right for you! For more information, visit <https://studyabroad.unca.edu/>

### 11.5 Center for Teaching and Learning

The Center for Teaching and Learning offers a range of services specifically aimed at assisting faculty in teaching enhancement. For example, the Center

- \* promotes better understanding of how our students learn;
- \* relates our teaching methods to these modes of learning;
- \* assists instructors who voluntarily seek help;
- \* provides monetary assistance for invited experts, instructional equipment and supplies, seminars, etc.

As an ongoing priority, the Center emphasizes UNC Asheville's commitment to teaching through a wide and flexible range of individual and group enrichment activities. The Center provides support, information and assistance to faculty interested in improving their range of classroom skills; plans and sponsors pedagogy workshops and teaching retreats; seeks funding and writes grant proposals to support the improvement of teaching at UNC Asheville; and supports other ongoing teaching enrichment programs. More information about the Center is available at <https://ctl.unca.edu/>.

### 11.6 Key Center for Community Citizenship and Service-Learning

The Key Center encourages UNC Asheville students to undertake service projects in the Asheville area, to reflect on what they learn through service, and to draw connections between what they learn in the community and what they learn in the classroom. The Center helps UNC Asheville students and faculty find meaningful projects ranging from a few hours in length to short-term projects lasting a few days or weeks, to long-term internships with local service organizations and schools. UNC Asheville students have worked at more than 60 area agencies and schools on a wide variety of projects including:

- \* tutoring basic skills such as reading and math in local schools,
- \* serving as mentors to at-risk youth,
- \* working on environmental projects,
- \* helping women and children who are victims of domestic violence,
- \* teaching English as a second language,
- \* helping local food banks and shelters for the homeless, and
- \* working with children and adults with disabilities.

For more information, visit <https://keycenter.unca.edu/>

### 11.7 University Writing Center (UWC)

At the heart of UNC Asheville's writing life, the University Writing Center sustains the liberal arts mission of the University. Staffed by composition professionals and trained consultants, the UWC works with a diverse population of writers in an accessible and comfortable environment. It serves students through one-to-one consultations and collaborates with faculty about writing practice and theory. The University Writing Center is an integral part of UNC Asheville's academic support services, works closely with the library, and maintains contact with an international network of writing centers. For more information, visit <https://writingcenter.unca.edu/>

### 11.8 Joe Parsons Math Lab (aka Math Lab/Mathematics Assistance Center)

Quick facts about the [Math Lab](#)

- Extra help in Math provided **free** to all UNC Asheville students.
- A drop-in service, **no appointment is necessary**.
- Extensive hours of operation.
- Friendly affable help regardless of previous Math background or aptitude.
- Convenient pleasant location on the 3rd floor of Robinson overlooking the Quad. (RBH 323)
- An informal atmosphere with coffee and tea available.
- A great place to do homework or study with a group.
- Supervised by a Math Instructor often with student helpers.
- Call 232-5191 for more information or e-mail the [Director](#)

### 11.9 Asheville Graduate Center

The Asheville Graduate Center (AGC) coordinates all graduate programs on the UNC Asheville campus. The Center, which began operating in June of 1984, was established by President Friday and by the UNC Board of Governors as a vehicle for delivering needed graduate programs to the Asheville area. It is administered by the UNC Office of the President (formerly General Administration) and provides programs from various universities from within the UNC system. Tuition charges are the same as on the individual campuses. Degrees earned at the Graduate Center are conferred by the universities which provide the programs in Asheville. Most of the course work for programs offered through the Graduate Center is provided on the UNC Asheville campus. Some programs do, however, require a period of study in residence on the campus of the offering institution.

The programs available at the Graduate Center during any academic year are based upon the needs of Western North Carolina, program availability, and funding from the North Carolina General Assembly and the UNC Board of Governors. The graduate programs presently available and the participating universities are listed below. For more information, visit <https://professionaleducation.unca.edu/>.

### 11.10 Center for Jewish Studies

The Center for Jewish Studies develops and coordinates course offerings in Jewish studies, sponsors intellectual and cultural programming, and encourages and supports the activities of Jewish students at UNC Asheville and other colleges and universities in the region. In all its activities, its mission is educational. As such, it promotes the academic study, formally and informally, of Jewish civilization. The Center serves as a Jewish studies resource for teachers, students, and other individuals throughout the region. The director is appointed by the Chancellor in consultation with the Provost and VCAA. A board of advisors, consisting of members of UNC Asheville faculty and staff as well as of members from the community, meets quarterly to discuss the Center's activities. More information about Center programs is available at <https://cjs.unca.edu/>.

### 11.11 Integrative Liberal Studies Colloquia (integrated into the LACC)

### 11.12 Highsmith Center Services

[The Highsmith Center](#) houses UNC Asheville's student life programs and offers a number of facilities and services for UNC Asheville faculty.

#### Facilities

1. [Meeting Rooms](#): The Highsmith Center has numerous meeting rooms of various sizes to accommodate small meetings or large gatherings. There is no charge for campus meetings and programs.
2. Bookstore: The University Bookstore is located in the Highsmith Center and offers convenience items and sundries as well as books and school supplies.
3. Food service: The Highsmith Center houses several fast food dining options.
4. Game room: The Game room offers pool, ping pong, fooseball, and video games and is open to the entire campus community.
5. OneCard: The OneCard Student/Faculty/Staff ID card office is located in the Highsmith Center.
6. Offices: The Highsmith Center houses offices for the Office of Student Life, Study Abroad, Multicultural Student Affairs, the assistant vice chancellor for Student Affairs as well as Student Government, Underdog Productions, the African American Student Association, and the International Student Association.

#### Discounted Tickets

The Office of Student Life offers discounted tickets to campus cultural events, city cultural events, and area attractions.

### 11.13 Student Health Services

The Weizenblatt Health Center is the home of Student Health Services and is available to all students who pay the health service fee. Services available for faculty and staff include blood pressure and cholesterol screening, flu shots, CPR training and smoking cessation groups. If interested in any of the above services please call 251-6520 or visit <https://healthandcounseling.unca.edu/> for further information.

Center staff will be happy to assist you in finding a primary care physician in the Asheville area. The Mountain Area Family Health Center, across Weaver Blvd. from the main UNC Asheville entrance, provides UNC Asheville's students with after hours coverage for emergencies and hospitalizations. The Mountain Area Family Health Center is available for primary care to UNC Asheville's faculty and staff.

### 11.14 Justice Health and Fitness Center

The Justice Center houses both UNC Asheville's intercollegiate athletics programs and its recreational facilities.

#### Recreation Programs

All programs offered by UNC Asheville Recreation are open to all students, faculty and staff. UNC Asheville Recreation provides recreational opportunities which consist of structured intramural sports and special events, informal "open" recreation, wellness programming, aquatics, sport clubs and outdoor education all in an environment which values, embraces and enriches individual differences. More information is available at <https://recreation.unca.edu/>.

#### Recreation Policies

1. Students, faculty and staff members must present their valid UNC Asheville ID card at the check-in desk to gain access to the Justice Health and Fitness Center.
2. Spouses and dependents will be issued a Recreation Pass after being registered by their "host" UNC Asheville student, faculty or staff member.
3. Spouses and dependents must present the Recreation Pass for admittance.

## 11.0 CURRICULAR AND CO-CURRICULAR ENHANCEMENTS

4. Children under 16 must be accompanied by a parent at all times.
5. No one under 16 is allowed in the weight room.
6. Retired faculty and staff members may register for a Recreation Pass.
7. Guest Policy - UNC Asheville students, faculty and staff are allowed to purchase three guest visits each semester and three guest visits for the entire summer. Hosts must sign-in their guests and accompany them in the Center.

### UNC Asheville Basketball Ticket Policy for Faculty

Prior to the start of basketball season, all faculty will be sent a request form to purchase UNC Asheville men's and women's basketball season tickets at a discounted price. These tickets will be valid at any pre-season or regular season game at Justice Center or the Asheville Civic Center. More information about UNC Asheville's intercollegiate athletics program is available at

<https://uncabulldogs.com/>.

### **11.15 Asheville Initiative for Mathematics**

### **11.16 Center for Diversity Education**

### **11.17 Craft Studies Initiative**

### **11.18 Family Business Forum**

### **11.19 Great Smokies Writing Program**

### **11.20 FORMS for Section 11.0**

No forms for this section.

## 12.0 CENTERS and AFFILIATES

12.1 Mossbauer Effect Data Center (MEDC) (closed 12/31/09)

### 12.2 North Carolina Center for Creative Retirement (NCCCR)

The North Carolina Center for Creative Retirement (NCCCR) was established in 1988 as an integral part of UNC Asheville with the threefold purpose of providing today's accomplished adult with opportunities for lifelong learning, leadership and community service, each combined with the fellowship of peers sharing a common quest for continued growth and service to others.

Center participants help to set annual objectives and implement programs through the Center Steering Council in collaboration with NCCCR's professional staff. The center draws financial support from public funding, private fees, consulting services, gifts and foundation grants. For a full description of NCCCR programs, visit <https://olliasheville.unca.edu/>.

12.3 Environmental Quality Institute (EQI) (closed 12/31/09)

### 12.4 Pisgah Astronomical Research Institute (PARI)

Established in September 1998, Pisgah Astronomical Research Institute (PARI; visit <https://www.pari.edu>), located in Rosman, NC, is a not-for-profit public foundation dedicated to education and research in radio and optical astronomy and the related disciplines of physics, math, engineering, environmental studies, chemistry and computer science. The PARI campus was constructed by NASA in 1962 as the east coast tracking station for manned space flights. Today the 200 acre site houses radio telescopes, optical telescopes and the infrastructure necessary to support astronomy education and research. The PARI campus serves as a resource for the Pisgah Astronomical Research and Science Education Center (PARSEC; see 12.5),

### 12.5 Pisgah Astronomical Research and Education Center (PARSEC)

The Pisgah Astronomical Research and Science Education Center (PARSEC; visit [https://national.spacegrant.org/meetings/presentations/2011\\_Southeastern/1.pdf](https://national.spacegrant.org/meetings/presentations/2011_Southeastern/1.pdf)) is a UNC Asheville center. The PARSEC mission is to provide students and faculty from across the UNC system with access to world-class, state-of-the-art astronomical instrumentation in a setting that serves as a conduit for education and research opportunities. PARSEC promotes and coordinates usage of the facilities at the Pisgah Astronomical Research Institute (PARI; see 12.4), a not-for-profit public foundation in the Pisgah Forest southwest of Asheville, NC.

### 12.6 The Center for Craft

The Center for Craft is a UNC Asheville Center supervised by the Associate Provost and Dean for University Programs. The Center for Craft is located on the Kellogg Center site in northern Henderson County. For more information, visit [The Center for Craft](#).

### 12.7 North Carolina Center for Health & Wellness

### 12.8 National Environmental Modeling and Analysis Center (NEMAC)

### 12.9 Asheville Graduate Center

### 12.10 World Affairs Council

[The World Affairs Council](#) (<https://www.worldaffairscouncils.org/about/memberdetail.cfm?UserID=44>) has since its establishment enjoyed a close connection with UNC Asheville. In 2000 it became an independent affiliate of the University, attaining organizational autonomy while retaining the strong and mutually beneficial relationship. The Council works cooperatively with like-minded organizations, including the United Nations Association of Western North Carolina

and the League of Women Voters of Asheville/Buncombe County, as well as with the national World Affairs Councils of America, of which it is a member.

The Council annually sponsors two lecture series. Issues of current global interest are addressed in monthly programs led by guest speakers of national repute, drawn from domestic as well as international organizations. In February and March, weekly Great Decisions lectures are held in several Western North Carolina locations, dealing with international issues such as development, environmental crises and regional conflicts. For this series speakers are drawn from the UNC Asheville faculty and other local colleges and universities. For more information, [The World Affairs Council \(https://www.worldaffairscouncils.org/about/memberdetail.cfm?UserID=44\)](https://www.worldaffairscouncils.org/about/memberdetail.cfm?UserID=44).

### **12.11 State Employees' Association**

In addition to lobbying for increased benefits with the state legislature, the State Employees' Association of North Carolina offers a number of services to members. The annual dues entitles the member to a free accidental death benefit of \$1,000 and gives access to programs including a group buying plan for consumer goods and low-cost group life insurance. For more information, visit <https://www.seanc.org/>.

### **12.12 State Employees' Credit Union**

Any permanent employee of the State of North Carolina may apply for membership by completing an application and accompanying it with \$25 to open a passbook savings account. Then the applicant is entitled to all the benefits of membership. The State Employees' Credit Union (SECU) is the third largest in the nation with a membership in excess of 150,000. The SECU offers most banking services including draft (checking) accounts, money market accounts, CDs, personal loans, auto loans, and home mortgages. For more information, visit <https://www.ncsecu.org/>

### **12.13 FORMS for Section 12.0**

No forms for this section.

## 13.0 UNC SYSTEM POLICY AND INFORMATION DOCUMENTS

### 13.1 [The Code of the University of North Carolina/UNC Policy Manual](#)

The UNC Administrative Manual has been merged with The Code of the UNC Board of Governors. The contents of these documents may now be found in the [UNC Policy Manual](#). All faculty have access to [The Code](#) online at this website. A complete copy of [The Code](#) can be downloaded at <https://www.northcarolina.edu/apps/policy/index.php?tag=toc%7cThe+Code>.

#### 13.1.1 The Code - Chapter VI, Section 600 Academic Freedom and Tenure. See links below:



|                             |                             |   |
|-----------------------------|-----------------------------|---|
| <a href="#">Section 600</a> | <a href="#">Section 600</a> | Freedom and Responsibility in the University Community  |
| <a href="#">Section 601</a> | <a href="#">Section 601</a> | Academic Freedom and Responsibility of Faculty  |
| <a href="#">Section 602</a> | <a href="#">Section 602</a> | Academic Tenure   |
| <a href="#">Section 603</a> | <a href="#">Section 603</a> | Due Process Before Discharge or the Imposition of Serious Sanctions                                 |
| <a href="#">Section 604</a> | <a href="#">Section 604</a> | Appointment, Nonreappointment, and Requirements of Notice and Review                                |
| <a href="#">Section 605</a> | <a href="#">Section 605</a> | Termination of Faculty Employment   |
| <a href="#">Section 606</a> | <a href="#">Section 606</a> | Retirement of Faculty   |
| <a href="#">Section 607</a> | <a href="#">Section 607</a> | Faculty Grievance Committee for Constituent Institutions  |
| <a href="#">Section 608</a> | <a href="#">Section 608</a> | Students' Rights and Responsibilities   |
| <a href="#">Section 609</a> | <a href="#">Section 609</a> | Appellate Jurisdiction of The Board of Governors  |
| <a href="#">Section 610</a> | <a href="#">Section 610</a> | Rights of Special Faculty Members   |
| <a href="#">Section 611</a> | <a href="#">Section 611</a> | Review of Personnel Actions Affecting Specified Employees Exempt from the State Personnel Act (EPA) |

#### [13.1.2 The Code - Chapter V, Section 502 Chancellors of Constituent Institutions](#)

#### [13.1.3 The Code - Appendix - Delegation of Duty and Authority to Boards of Trustees](#)

## 13.2 Other UNC Board of Governor's Policies on Faculty Rights and Responsibilities

### 13.2.1 Board of Governors Doctoral Study Assignment Program

THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA has established the DOCTORAL STUDY ASSIGNMENT PROGRAM to allow selected faculty members of the comprehensive and general baccalaureate institutions of The University to pursue up to one year of full-time study toward the doctoral degree.

Faculty members selected to participate in the program will be allowed to pursue doctoral studies in an accredited university on a full-time basis during the period of the award. They will continue to receive their full salary and other benefits for the period of study, and will remain as employees of the institutions where they are currently employed. Faculty members selected for these study assignments are responsible for all educational and personal costs associated with their studies, including tuition, moving expenses, travel, and any other such expenses.

In order to be nominated for these awards, a candidate must:

1. Be a full-time faculty member in one of the following institutions: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina A & T State University, North Carolina Central University, Pembroke State University, University of North Carolina at Asheville, University of North Carolina at Charlotte, University of North Carolina at Wilmington, Western Carolina University, or Winston-Salem State University.
2. Be recommended by the appropriate Chancellor and Department or Unit Head.
3. Except in unusual circumstances, have had two or more years of full-time teaching experience at the institution where currently employed.
4. Agree in writing to return to home institution after completion of the year of study and remain for at least two years.
5. At the time of nomination to the President of the University of North Carolina, be enrolled in a graduate program leading to a doctoral degree at an accredited university in the United States.

#### APPLICATION/SELECTION PROCESS

1. Interested faculty members should obtain application forms from the Vice Chancellor's office and submit them to their Deans or Department Heads. The completed applications and recommendations from Deans or Department Heads should be submitted to the Chancellor's office as soon as possible.
2. The Chancellor will select applicants from his institution and submit these to the President in priority order.
3. The selection panel will interview all finalists.
4. The President will review the nominations and make final selections.

See the Office of Academic Affairs for forms and information about application deadlines. Applications are normally submitted early in the spring semester of each academic year.

[13.2.2 Employment of Related Persons \(Anti-Nepotism Policy\)](#)

[13.2.3 Conflict of Interest and Commitment](#)

[13.2.4 Guidance on External Professional Activities of Faculty and Professional Staff](#)

[13.2.5 Political Activities of University Employees](#)

**13.3 No forms for this section.**

**14.0 UNC Asheville POLICY AND INFORMATION DOCUMENTS****14.1 Constitution of the Faculty Senate (as amended by [SSR1321S](#), [SSR0318S](#), Constitutional Edits [SD9213S](#) [[Constitutional Edits 2012-13](#)] and [SD0204F](#))****CONSTITUTION OF THE FACULTY SENATE****OF****THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE**

The faculty of the University of North Carolina at Asheville as hereinafter defined, having responsibility for the academic program of the institution, establishes, for the purpose of regulating the conduct of its business and deliberations, this constitution. This is done in full awareness that all procedures must be compatible with acts of the legislature, rulings of the Board of Governors and the Board of Trustees, and rules established for the University as a whole. Nothing in this constitution shall abrogate the Chancellor's final authority over policies and procedures at the University of North Carolina at Asheville .

**ARTICLE I*****Definition of Faculty and Those Eligible to Vote and Stand for Election***

The faculty shall be composed of all persons having academic rank at the University of North Carolina at Asheville , the Chancellor of the University, the Provost and Vice Chancellor for Academic Affairs, and the Assistant or Associate Provosts. The ranks are Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, and Instructor. Eligibility to vote and stand for election will be based on the requirements defined in Section 10.2 of the Faculty Handbook.

**ARTICLE II****Section 1*****Powers and Duties***

1. The Senate shall exercise the legislative powers of the faculty.
2. The Senate shall:
  - (a) Provide for such standing and special committees that the Senate may deem necessary;
  - (b) Establish, review, evaluate and restructure the boards and committees established by the Senate;
  - (c) Act on reports and recommendations from the boards and committees;
  - (d) Approve the academic calendar for the University;
  - (e) Promote high educational standards at the University;
  - (f) Approve the general University degree requirements;
  - (g) Recommend the establishment or discontinuation of degrees and programs;
  - (h) Approve all curricular changes;
  - (i) Approve policies and regulations governing the conditions under which the instruction of students takes place;
  - (j) Advise members of the administration regarding standards of admission to the university including but not limited to academic standards;
  - (k) Advise members of the administration on matters pertaining to the level and use of tuition and fees;
  - (l) Establish reappointment, promotion and tenure policies and regulations;
  - (m) Review policies and regulations pertaining to appointments, faculty development, teaching and research;
  - (n) Advise the administration regarding faculty salaries, faculty workload, compensation and benefits;
  - (o) Review and recommend policies governing educational functions of the University;
  - (p) Participate in institutional development by providing input into the ongoing planning and budgetary process;
  - (q) Maintain and promote the welfare of all members of the University community;

(r) Advise and counsel the administration upon any matters that the administration or the Senate may wish to present and to act upon any matters presented by the administration when action is appropriate.

3. Senate actions are subject to faculty review as follows: The Senate shall promptly distribute a written report of its actions and recommendations to all members of the faculty. The faculty, in general meeting, may discuss, amend, endorse or veto any Senate action, provided that at least one week in advance of the meeting the faculty is given written notice of the issue to be raised and the action to be proposed. A quorum of the faculty (50% +1) must be present at such a meeting where amendment or veto shall be by two-thirds majority of those voting. Because of this provision the Senate must report actions within two weeks via faculty mail or electronic mail so that any faculty member may initiate discussion of Senate actions.

The faculty may refer appropriate concerns to the Senate for investigation, clarification, discussion and debate. The Third Vice Chair of the Senate shall issue an agenda to all faculty members prior to each Senate meeting. Meetings of the Senate shall be open to all members of the faculty; visitors may participate in Senate debate by majority consent of the members present.

4. Actions and resolutions of the Senate shall be forwarded, as appropriate, to the Chancellor and Provost and/or Vice Chancellor of Academic and Student Affairs.

5. The Senate may, at its own discretion, seek the advice and counsel of any member of the faculty.

## **Section 2**

### ***Composition of the Senate***

The Senate shall be composed of eighteen elected faculty members. The Provost and Vice Chancellor for Academic Affairs shall serve as an ex officio, non-voting member of the Senate. The Senators shall hold three year terms of office from May 5 through May 5 of each succeeding year. Terms of office shall be phased so that six members are elected to new terms each year.

Senators will regularly attend Senate meetings and Senate committee meetings. When a Senator cannot attend a regular meeting of a Senate committee or the Senate, she/he should inform in advance the appropriate chair and specify her/his reasons. A Senator missing more than three meetings of either the Senate or a Senate committee will have her/his Senate membership reviewed by the Executive Committee of the Senate.

## **Section 3**

### ***Election of Senators***

Each year the faculty shall vote for six Senators. One Senator each shall be elected from each of the broad academic areas: Social Sciences, Natural Sciences, and the Humanities. The highest vote recipient in each area shall be elected. Three Senators shall be elected at large, being the next three highest vote recipients over all. All elected representatives shall represent the faculty as a whole and not solely the exclusive academic area in which they teach. (In the first election following the approval of this Constitution, five Senators shall be elected at large.)

In each election, three alternates, being the next highest vote recipients from each of the three divisions after the above Senators are designated, shall be elected for two year terms. The alternates shall attend Senate meetings with voice, but without vote. Should a vacancy occur for any reason, the Senate shall elect one of the alternates to assume the full duties of that position for the duration of that vacancy. Should a vacancy occur after all alternates are in place, a special election shall be called to fill the vacancy, unless the vacancy occurs within 45 days prior to the next regularly scheduled election, in which case the position will remain vacant.

## **Section 4**

### ***Officers of the Senate***

The officers of the Senate shall be elected annually by the Senate membership for a term of one year. They shall serve on the Executive Committee of the Senate. The elections shall be held in the spring of each year at the first meeting of the new Senate. The officers of the outgoing Senate shall convene the new Senate and hold the election of the new officers. A majority of the senators voting shall be necessary for election. Nominations shall be made from the floor of the Senate and can be made by any member of the faculty eligible to vote or serve on the Senate.

The officers shall be:

The Chair, who shall normally preside at Senate meetings, shall chair the Executive Committee of the Senate and serve as the official spokesperson of the Senate. The Chair normally attends the Board of Trustees meetings and may respond to Trustee questions and/or give reports at the discretion of the Chair of the Board of Trustees.

The First Vice Chair, who shall preside in the absence of the Chair of the Senate and chair the **Academic Policies Committee**.

The Second Vice Chair, who shall preside in the absence of the Chair of the Senate and the First Vice Chair and chair the **Institutional Development Committee**.

The Third Vice Chair, who shall preside in the absence of the Chair of the Senate and the First and Second Vice Chair and chair the **Faculty Welfare and Development Committee**.

A Senate Officer may be recalled by a vote of the Senate. Fifteen votes shall be needed for recall.

## Section 5

### *Standing Rules and Rules of Order*

1. The Senate shall adopt Standing Rules and Rules of Order for the purpose of conducting its business. Such rules shall be in accordance with this Constitution.
2. The Senate Standing Rules and Rules of Order will be approved every year at the first Senate meeting and may be amended by a majority vote of Senators present and voting. Standing Rules and Rules of Order may only be amended at the first Senate meeting of each year. Proposed Amendments must be received in writing by all Senate members one week (five working days) prior to the first Senate meeting of the academic year. (In the first year after the approval of this Constitution, Standing Rules and Rules of Order shall be approved by October 15.)
3. Any member of the University community may review the Standing Rules and Rules of Order and propose amendments.
4. In all cases not covered by this Constitution or by the Senate Standing Rules and Rules of Order, the procedure in Robert's Rules of Order shall be followed.

## Section 6

### *Standing Senate Committees*

The standing committees of the Senate shall be: The Executive Committee, the Academic Policies Committee, the Institutional Development Committee, and the Faculty Welfare and Development Committee.

The Executive Committee shall be composed of the officers of the Senate and shall be chaired by the Chair of the Senate. The Executive Committee shall be concerned with the Senate agenda, the assignment of tasks to the appropriate standing committees, and the yearly review of Senate Standing Rules and Rules of Order.

As the elected leadership of the Senate, the Executive Committee will consult as appropriate with members of the faculty, with Senate boards and committees, with ad hoc committees appointed by the Chancellor, or the office of Provost, and with officers and officials of the University, including the Chancellor, Provost and the various Vice Chancellors. The Executive Committee, the Chancellor and the Provost and Vice Chancellor for Academic Affairs and Student Affairs will consult with one another in the appointment of members of ad hoc committees and task forces.

The **Academic Policies Committee** shall be composed of six voting members: the First Vice Chair of the Senate, who shall chair the Committee, and five members appointed by the Executive Committee. The Provost and Vice Chancellor for Academic and Student Affairs or designee and the Registrar or designee are included as non-voting ex officio members. The Committee shall have the responsibility for developing institutional policy and procedure in academic matters as specified in Article II, Section 1.2, and shall be available for discussion and consultation with appropriate student groups, as well as with members of the faculty, about academic policy and curricular changes.

The **Institutional Development Committee** shall be composed of six members: the Second Vice Chair of the Senate, who shall chair the committee, and five Senate members appointed by the Executive Committee. The committee shall have concern for all policy, planning, resource use and allocation and initiatives in the area of institutional development as specified in Article II, Section 1.2. This committee shall advise and consult with the Chancellor, the Provost and the

various Vice-Chancellors on university planning and use of university resources. The committee shall be responsible for reporting planning activities to the Faculty Senate, with the Senate responding through Senate action where appropriate.

The **Faculty Welfare and Development Committee** shall be composed of five members: the Third Vice Chair of the Senate, who shall chair the committee, and four Senate members appointed by the Executive Committee. The Committee shall study, on an on-going basis, the campus policies affecting faculty welfare as specified in Article II, Section 1.2. It shall initiate changes and/or entertain suggestions and concerns regarding these matters from individuals and groups of faculty members. It shall also draft policy changes and resolutions on issues of faculty welfare for Senate consideration.

## **Section 7**

### ***Senate Meetings***

The Senate shall choose a regular time of meeting and shall meet monthly during the academic year. It may be called into special session by the Chair, by concurrence of three members of the Executive Committee, or by petition of twelve Senators to the Third Vice Chair of the Senate. A quorum shall consist of twelve elected members.

## **ARTICLE III**

### **Section 1**

#### ***Amending and Revising the Constitution***

Provisions outlined in this constitution may be amended by vote of the faculty eligible to serve on the Senate. A two-thirds majority of the votes cast is required for approval, provided that at least a simple majority of the faculty members vote. At least one month's written notice must be given to the faculty and all changes to the Constitution must be provided at least one month before the vote, which may be conducted electronically. In the event that a future senate shall desire to revise this constitution as a whole, the revised version shall be enacted by the same procedure. A revision is interpreted to be a substantive alteration of the basic structure or charge of the Faculty Senate. The vote may be conducted electronically.

## **14.2 UNCA Tenure Policies and Regulations** ([Administrative Handbook Changes dated December 2019](#))

### **TENURE POLICIES AND REGULATIONS**

#### **The University of North Carolina at Asheville**

Approved: Board of Trustees - July 17, 1980

Board of Governors - August 8, 1980

### **Section I. FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY**

- A. The University of North Carolina at Asheville 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 at Asheville 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.

### **Section II. ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY**

- A. It is the policy of The University of North Carolina at Asheville to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of the academic staffs 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 spokesmen for The University of North Carolina at Asheville.

- B. The University of North Carolina at Asheville will not penalize or 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

### Section III. ACADEMIC TENURE (amended by [SD3021S Administrative Handbook Changes dated December 2019 SD1089S](#))

#### A. General Considerations.

1. Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment. More specifically, it refers to the protection of a faculty member against involuntary suspension or discharge from employment or reduction in rank except upon specified grounds and in accordance with the procedures provided in Section IV or against termination of employment except as provided for in Section V.
2. The purpose of according the protection of academic tenure to faculty members is to secure their academic freedom and to help the institution attract and retain faculty members of the high quality it seeks. While academic tenure may be withheld on any grounds except those specifically stated to be impermissible under Section III.J.1., its conferral requires an assessment of the faculty member's demonstrated professional competence, his or her potential for future contribution, and the institution's needs and resources.

#### B. Tenure, Notice, and Reappointment.

1. Tenure. Whether contractual or permanent in nature, the tenure conferred on a faculty member is held with reference to employment by The University of North Carolina at Asheville, rather than by The University of North Carolina.
2. Conferral of Permanent Tenure. Permanent tenure may be conferred only by action of the President and the Board of Trustees of The University of North Carolina at Asheville. Because promotion to the rank of Associate Professor or Professor confers permanent tenure from the effective date thereof, any such promotion must be approved by the President and Board of Trustees as stated above.
3. Reappointment Decisions. All reappointment decisions provided for herein shall be made and communicated as provided in Section III.D.
4. Early Tenure Requests. A faculty member may request a review for tenure before the contractually specified time. A negative tenure decision in this case is equivalent to a decision to not reappoint the faculty member after completion of the current probationary term. Because a promotion implies tenure, a request for a review for promotion from a non-tenured faculty member has the same consequences.
5. Notice of Nonreappointment. Failure to give required notice of a decision not to reappoint a faculty member has the same effect as a decision at that time to offer a terminal appointment at the same rank for the following year,<sup>1</sup> except explicitly stated otherwise herein.

#### C. Faculty Ranks.

Academic tenure, as herein described, pertains exclusively to the employment of faculty members by appointment to specified faculty ranks. Such appointments may be for fixed terms of employment, automatically terminal when they expire ("fixed term appointment"); or they may be for probationary terms ("probationary term appointment"); or they may be continuous until retirement, death, or resignation except as provided in Sections IV and V herein ("appointment with permanent tenure").

The full-time faculty ranks to which appointments may be made are:

##### 1. Non Tenurable Ranks.

- a. Instructor. The rank of instructor is appropriate for a person who is appointed to the faculty in the expectation that he or she will soon progress to a professorial rank but who lacks, when appointed, the necessary terminal degree for appointment to a professorial rank. Initial appointment to the rank of instructor shall be for one year, with one additional year of instructor rank allowable so as to complete the required degree. (The candidate can be offered a terminal one-year appointment following the two-year allowance.) Effective on completion of the necessary degree, advancement to the rank of Assistant Professor begins the following fall semester and initiates the first four-year probationary term (except for foreign nationals, who, because of immigration law, may not be appointed to the rank of Assistant Professor without an additional search). No person holding a position as an instructor may be appointed to permanent tenure at that rank. Notice to an instructor of the decision concerning reappointment shall be given according to this schedule:

1. during the first year of service as an instructor, no less than 90 days<sup>2</sup> before the end of that year;
2. during the second year of service as an instructor, no later than 180 days<sup>2</sup> before the end of that year with reference to a third year of service.

- b. Lecturer. The rank of Lecturer is reserved for persons who are appointed to non-tenure track full-time faculty positions of

specifically contracted length. The faculty recommends that initial appointments to the rank of Lecturer be for one year, but ultimately, the decision of the length of such appointments rests with the Provost and the Chancellor. Normally, after completion of at least three to four years of service, a Lecturer's appointment may be for a longer duration than the original appointment. Reappointments of any kind, but especially those for a longer duration, requires successful performance by the Lecturer and continuing need for this type of position in the department or program. Lecturers are not eligible for tenure. Notice to a Lecturer of the decision concerning reappointment should be given at least six months prior to the end of the Lecturer's existing appointment.

- c. Senior Lecturer. The rank of Senior Lecturer is reserved for members of the faculty who have completed at least seven years as a full time faculty member (of any rank) and who have demonstrated noteworthy accomplishments in scholarship and/or service, in addition to high-quality teaching, which warrant a promotion to this rank and the issuance of a five-year contract. The rank of Senior Lecturer is initially awarded through the promotion process described in [3.5.4](#), in which the Committee of Tenured Faculty makes a recommendation to the Provost. Senior Lecturers receive five-year contracts; subsequent contracts are issued through the process described in [2.1.2.1](#).

No person holding the position of Senior Lecturer may be appointed to permanent tenure at this rank. Each Senior Lecturer shall be notified of reappointment by August 1 of the last fiscal year of their contract (i.e. for contracts terminating June 30, notification will be given 11 months prior to the ending date).

- d. Other Special Faculty Appointments. Special fixed-term appointments with the title designations of "artist in residence," or "writer in residence," or with any faculty rank when accompanied by the qualifying prefix "adjunct," "clinical," or "research," may be made as provided herein. Such an appointment is appropriate for a person who has unusual qualifications for research, academic administration, or public service but for whom neither a Professorial rank nor the instructor rank is appropriate because of the limited duration of the mission for which he or she is appointed, because of concern for continued availability of special funding for the position, or for other valid institutional reasons. An initial special appointment shall be for fixed terms of one to five years and may be made either in direct succession or at intervals. Individuals with this type of appointment are not eligible for tenure. The "notice" provisions of Section III.B.4. do not apply to special faculty appointments, and a faculty member holding such an appointment is not entitled to any notice concerning offer of any subsequent appointment at any rank or title or for any term.
- e. Visiting Faculty Appointments. Persons other than regular members of the faculty may receive fixed-term appointments as visiting members of the faculty with rank designations, prefixed by the word "visiting." The faculty recommends that such appointments normally be for a term of not more than one year, but ultimately, the decision of the length of such appointments rests with the Provost and the Chancellor. The "notice" provisions of Section III.B.5. do not apply to visiting appointments, but during the term of appointment a visiting faculty member enjoys the protections afforded by Section IV.

2. Tenurable Ranks. To be eligible to hold a tenurable rank a person must hold the terminal degree (usually the doctorate) in his or her discipline.

- a. Assistant Professor. Initial appointment to this rank shall be for a probationary term of four years. In the third year of this term following a review, the person may be appointed for a second four-year probationary term in the following academic year. An unfavorable review allows the fourth year of the first term to serve as a grace year of employment with faculty status. Reappointed persons on tenure track will normally be evaluated for tenure and promotion to Associate Professor in the sixth year of the full probationary period. Candidates awarded tenure will begin a permanent contract in the following year of employment. Candidates not awarded tenure may not be reappointed beyond the seventh year of employment. Notice to an Assistant Professor of the decision concerning reappointment shall be given no less than twelve months before the end of the individual's then-current term.
- b. Associate Professor. For untenured faculty, the initial appointment to this rank shall be for a probationary term of four years. Appointments will normally be evaluated for tenure in the third year of the term. Candidates awarded tenure will begin a permanent contract in the fourth year of employment. Candidates not awarded tenure may not be reappointed beyond the fourth year of the term. Notice to an associate professor of the decision concerning reappointment shall be given no less than twelve months before the end of his or her probationary term.
- c. Professor. For untenured faculty, the initial appointment to this rank shall be for a probationary term of four years. Appointments will normally be evaluated for tenure in the third year of the term. Candidates awarded tenure will begin a permanent contract in the fourth year of employment. Candidates not awarded tenure may not be reappointed beyond the fourth year of the term. Notice to a Professor of the decision concerning reappointment shall be given no less than twelve months before the end of his or her probationary term.

#### D. Initiation, Review, and Approval of Promotion and Reappointment Decisions.

1. Initiation of Review. In the case of a contractually required review (i.e., a reappointment or tenure review), the Provost and VCAA begins the process by sending a notice of review to each candidate with a copy to the faculty member's

Chair. The notice of review specifies the documents to be prepared and the timetable for the review process. In the case of a requested review (i.e., a promotion or early tenure review), the candidate initiates the process, notifying his or her department Chair of the request for review.

## 2. Chair's Evaluation.

- a. Each decision concerning reappointment or promotion in rank (whether or not the decision concerns a recommendation for conferral of permanent tenure) requires an evaluation by the department Chair after consulting with the department's assembled tenured faculty. When the faculty member under review serves as a department Chair, the Provost and VCAA, in consultation with the program area Dean and the faculty member being evaluated, will assign a tenured faculty member to serve in the role of Chair. The designated Chair will have a tenured faculty appointment outside the department (or program) and within the division (or divisions). After consulting with the tenured department members, and reviewing all materials in the evaluation file, the Chair writes an evaluation of the faculty member under review, including the vote of the assembled tenured department members, and the date of that meeting, as well as the Chair's own recommendation regarding the faculty member.
- b. If the department has fewer than three tenured faculty members, the Chair will consult with faculty members outside the department chosen in consultation with the program area Dean and the candidate as approved by the Provost and VCAA. No fewer than three tenured faculty members shall participate fully in the departmental review process. The following are faculty appropriate to consider for inclusion:
  1. Tenured faculty members in Departments where the faculty member has taught courses.
  2. Chairs or Program Directors in Departments where the faculty member has taught courses.
  3. Tenured faculty members in other Departments who are familiar with the faculty member's work.
- c. If the Chair intends to recommend reappointment or promotion, he or she shall notify the faculty member and shall submit to the Provost and VCAA a written recommendation which shall include an assessment of the faculty member's demonstrated professional competence and his or her potential for future contributions.
- d. When the Chair intends to make a negative recommendation, he or she shall communicate that intention to the Provost and VCAA and the faculty member privately by a simple, unelaborated written statement. Within five days after receipt of that notice the faculty member may request a conference with the Chair and the opportunity to provide the Chair, for inclusion in the faculty member's record, additional written evidence or views bearing on the faculty member's demonstrated professional competence and potential for future contributions. Any such request shall be granted and any conference or submission shall be accomplished within five days of the date the request is made. If the faculty member does not make timely request for the opportunities set forth above, or after any such opportunity is afforded the faculty member, the Chair within five days thereafter shall submit to the Provost and VCAA the written recommendation described in Section III.D.1.

## 3. Provost's Favorable Recommendation.

After receiving the department Chair's recommendation the Provost and VCAA shall consult the Committee of the Tenured Faculty which consultation shall include review both of the Chair's recommendation and of institutional needs and resources. A committee member who holds an appointment in the faculty member's department or has a conflict of interest, such as serving as a formal faculty mentor for the candidate, shall withdraw from the deliberations and voting on that case after consultation with the committee Chair and the Chair of the Faculty Senate. The Provost and VCAA may involve the program area Dean in a consultative role so as to help assure equity of standards. Except where the Provost and VCAA intends to decide that a faculty member shall not be reappointed, the Provost and VCAA then shall notify the faculty member and send his or her written recommendation, together with the Chair's recommendations and written statements of the views of the Committee of the Tenured Faculty, to the Chancellor.

## 4. Vice Chancellor's Decision not to Reappoint.

When the Provost and VCAA intends to decide that the faculty member shall not be reappointed and/or promoted, he or she shall communicate that intention to the faculty member privately by a simple, unelaborated written statement. Within seven calendar days after receipt of that notice the faculty member may request a conference with the Provost and VCAA, either alone or together with the Committee of the Tenured Faculty; any such request shall be granted and the conference shall be within seven calendar days of the date the request is made.

- a. If the faculty member does not make timely request for such a conference, or after any such conference is held, the Provost and VCAA within seven calendar days shall either recommend to the Chancellor that the faculty member be reappointed or promoted as provided in paragraph 3, or notify the faculty member of the decision that the faculty member shall not be reappointed and/or promoted. Notice of a decision not to reappoint and/or promote shall be made by a simple, unelaborated written statement, a copy of which is sent to the Chancellor; no other materials shall be transmitted to the Chancellor.
- b. The faculty member may seek review of the Provost and VCAA's decision before the Faculty Hearings

Committee in accordance with Section III.J. herein if the faculty member alleges that the decision is based on a ground prohibited by Section III.J.1 or affected by the material procedural irregularities as defined by III.J.2.

#### 5. Chancellor's Decision.

The Chancellor shall make a decision on each favorable recommendation submitted by the Provost and VCAA and on each appeal as provided in Sections III.J. within 28 calendar days of receipt of the recommendation or appeal. When the Chancellor makes a favorable decision, he or she shall forward it to the Board of Trustees for final approval (unless that Board has delegated approval authority to the Chancellor), provided that pursuant to Section III.B.2., in any case involving a recommendation for conferral of permanent tenure, if the Board of Trustees concurs with the Chancellor's recommendation he or she shall forward that recommendation to the President and Board of Governors for approval. If the Chancellor's decision is unfavorable, he or she shall so notify the faculty member by a simple, unelaborated written statement, and within 14 calendar days thereafter the faculty member may appeal to the Board of Trustees pursuant to Section 501C(4) of the Code. A positive decision regarding tenure or promotion becomes effective on July 1 of the year in which the decision is made.

- E. Resignations. A faculty member shall give prompt written notice of his or her resignation, including the effective date, to the department Chair and to the Provost and VCAA.
- F. Leave of Absence During Probationary Terms. If a probationary faculty member receives a one-year leave of absence, that year will not be counted as part of the faculty member's probationary service and the term of his or her probationary contract will be extended one year. A probationary faculty member who receives a one-semester leave of absence normally does not stop the tenure clock. However, the faculty member may request a one-year term and timetable extension from the Provost and VCAA. A leave of absence due to maternity or primary care duties (as prescribed by the Family Leave and Medical Act) automatically extends the probationary period by one year unless otherwise requested by the faculty member and authorized by the Provost and VCAA.
- G. Terms and Conditions of Appointment. The terms and conditions of each initial appointment and of each reappointment shall be set out in writing; the faculty member and the Chancellor each shall receive a copy thereof signed by both parties. Each document of appointment shall state that the appointment is subject to these Tenure Policies and Regulations of The University of North Carolina at Asheville and to The Code of the Board of Governors of the University of North Carolina. Any other terms and conditions of appointment shall either be set out in the document of appointment or incorporated therein by clear reference to specified documents that shall be readily available to the faculty member.
- H. Continued Availability of Special Funding. 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 the faculty member's services, whether for a specified term or for permanent tenure, 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 is attached to the tenure.
  2. If the faculty member held permanent tenure in the institution on 1 July 1975 and his or her contract was not then contingent upon the availability of sources other than continuing state budget or permanent trust funds.
- I. Provisions for Less Than Full-Time Employment. Special terms for less than full-time employment or for relief from all employment obligations for a specified period, with commensurate changes in compensation, may be included in an appointment or reappointment to any faculty rank, or may be added by a written memorandum of amendment during the term of an appointment. For compassionate reasons of health or requirements of child care, or for other compelling reasons, such terms may, with the concurrence of the faculty member, include extensions of the period of a current probationary term of appointment to coincide with the extent and duration of the relief from full-time employment obligation; such terms shall include such extensions for requirements of maternity leave as are provided for by federal and state legislation. Such special terms must be expressly stated in initial appointment documents or, if added by a memorandum of amendment, must be approved by signature of the Chancellor and the faculty member. Except as may be otherwise expressly provided in the documents of appointment, all appointments to any faculty rank are on the basis of full-time employment obligation. These provisions do not apply to informal temporary adjustments of the regularly assigned duties of faculty members by the department Chair who is responsible for their direct supervision. Faculty members who drop to part-time employment due to maternity or primary-care duties for any part of the academic year are entitled to extend the probationary period by one year upon request to the Provost and VCAA.
- J. Review and Appeal of Unfavorable Decisions.

1. Permissible and Impermissible grounds for nonreappointment and/or non-promotion. The decision whether to reappoint a faculty member when a probationary term of appointment expires or whether to promote a tenured faculty members to a higher rank must consider only the criteria described in Section 3 of the Faculty Handbook. A decision not to reappoint or promote may not be based upon: (a) 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; (b) discrimination based upon the faculty member's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status; or (c) personal malice, as defined in the UNC Policy Manual 101.3.1 Section II.B.
2. Request for review by the Faculty Committee on Hearings: scope of view.
  - a. Within thirty calendar days after receiving notice from the Provost and VCAA of a decision of nonreappointment or non-promotion, the faculty member may request that the Faculty Committee on Hearings review that decision. This review is limited solely to determining whether the decision not to reappoint and/or promote was based upon any of the grounds stated to be impermissible in Section III.J.1, or (2) affected by material procedural irregularities. Whether material procedural irregularities occurred shall be determined by reference to those procedures which were in effect when the initial decision not to reappoint was made and communicated. For purposes of Section J.2, "material procedural irregularities" means departures from prescribed procedures governing reappointment that cast reasonable doubt upon the validity of the original decision not to reappoint.
  - b. The request for review shall be written and addressed to the Chair of the Hearings Committee. It shall specify the grounds upon which the faculty member contends that the recommendation was impermissibly based or affected by material procedural irregularities and be accompanied by a short, plain statement of facts that the faculty member believes support the contention. Such a request constitutes, on the faculty member's part, representation that he or she can prove his/her contention and agreement that the institution may offer in rebuttal of his/her contention any relevant data within its possession.
3. Initial disposition by Hearings Committee.
  - a. The Hearings Committee shall grant a hearing if it decides that the request contends that the decision was impermissibly based or effected by material procedural irregularities, and that the facts suggested, if established, will support that contention. The Hearings Committee shall inform the faculty member of whether it has granted a hearing within 14 calendar days of receiving the faculty member's request.
  - b. If a hearing is granted, it shall be held no less than 14 calendar days nor more than 28 calendar days after the faculty member is so notified by the Hearings Committee.
  - c. If a hearing is not granted, there shall be no further proceedings before the Hearings Committee. The faculty member then may make written appeal to the Chancellor within seven calendar days after receiving notice from the Hearings Committee, and the Chancellor shall decide the appeal on its merits as provided in paragraph 7.
4. Conduct of Hearing. The hearing shall be conducted informally and in private. Only the members of the Hearings Committee, the faculty member, the Provost and VCAA,<sup>5</sup> and such witnesses as may be called may attend, except that the faculty member and the Provost and VCAA each may be accompanied by a person of their own choosing, who may be legal counsel. In addition, if the faculty member alleges that his or her recommendation was impermissibly based or affected by material procedural irregularities at the department level, the department Chair may attend as well.. 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 who will testify as witnesses are disqualified. A committee member who has a conflict of interest shall withdraw from the hearing of that case after consultation with the committee Chair and the Chair of the Faculty Senate.

The Committee may consider only the evidence offered that it considers fair and reliable. All witnesses may be questioned by the Committee members, the faculty member, the Provost and VCAA and the representatives of the faculty member and Provost and VCAA. Except as herein provided, the conduct of the hearing is under the Committee Chair's control. A transcript of the hearing shall be produced to maintain a record of the documents and testimony received by the committee. Any such record must be treated with appropriate confidentiality. Only the immediate parties to the hearing, responsible administrators, legal counsel, and member of University governing boards and their respective committees and staffs are permitted access to such materials as needed.

5. Order of proof.
  - a. The hearing shall begin with the faculty member's presentation of his or her contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he or she desires to offer. When the faculty member has concluded this presentation, the Hearings Committee shall recess to consider whether the faculty member's contentions constitute a prima facie case pursuant to Section III.J.1 and/or Section III.J.2 which justifies proceeding with testimony from the Vice Chancellor. If it determines that this is not the case, it shall so notify the parties to the hearing and terminate the proceedings; such action confirms the decision not to

reappoint or promote. The faculty member then may make written appeal to the Chancellor within five days, and the Chancellor shall decide the appeal on its merits as provided in paragraph 7.

- b. If the Committee determines that a hearing is desirable, it shall so notify the parties and proceed with the hearing. The Provost and VCAA may then present in rebuttal of the faculty member's contentions, or in general support of the decision not to reappoint, such testimonial or documentary proofs as he or she desires to offer, including his or her own testimony. The Provost and VCAA is subject to questions by Committee members, the faculty member, or representatives of the Provost and VCAA and the faculty member. At the end of the Provost and VCAA's presentation the Hearings Committee shall consider the matter in executive session.
- c. The burden of proof is on the faculty member to satisfy the Committee that the preponderance of evidence supports his or her contentions.

6. Recommendation to the Chancellor and the Chancellor's Decision.

- a. The Hearings Committee shall make its recommendation to the Chancellor within 14 calendar days of the close of the hearing. This recommendation will also be communicated to the faculty member, the Department Chair, and the Provost and VCAA.
- b. The Chancellor will thoroughly review (i) the report of the Hearings Committee and (ii) the written transcript of the hearing and issue his or her decision within 28 calendar days of receiving the recommendation from the Hearings Committee. While the Chancellor should give appropriate deference to the advice of the Hearings Committee, the final campus-based decision is the Chancellor's. If the Chancellor is considering taking an action that is inconsistent with the recommendation of the Hearings Committee, the Board of Governors encourages the Chancellor to communicate or consult with the Hearings Committee, either in person or in writing, regarding the Chancellor's concerns before making a decision. The Chancellor shall notify the faculty member, the Department Chair, the Chair of the Hearings Committee, and the Provost and VCAA of his or her decision in writing.

7. Appeal of Nonreappointment to the Board of Governors. The Chancellor's decision regarding promotion shall be final. In cases of nonreappointment, however, the faculty member may appeal by filing a written notice of appeal with the Board of Governors, by submitting such notice to the President, by certified mail, return receipt requested, or by another means that provides proof of delivery, with 14 calendar days after the faculty member's receipt of the chancellor's decision. The notice must contain a brief statement of the basis for the appeal. The purpose of appeal to the Board of Governors is to assure (1) that the campus-based process for reviewing the decision was not materially flawed, so as to raise questions about whether the faculty member's contentions were fairly and reliably considered, (2) that the result reached by the chancellor was not clearly erroneous, and (3) that the decision was not contrary to controlling law or policy.

**Section IV. DUE PROCESS BEFORE DISCHARGE OR THE IMPOSITION OF SERIOUS SANCTIONS.** (amended by [SD1089S](#))

- A. 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 as specified in the UNC Code and Policy Manual, Section 603. These penalties may be imposed only in accordance with the procedures prescribed in this section. For purposes of these regulations, 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 nonreappointment (Section III.J) or termination of employment (Section V).

- A. The Provost and VCAA shall send the faculty member by registered mail, return receipt requested (or other method of delivery that requires a signature for delivery), a written statement of intention to discharge him or her or to impose a serious sanction, with written specification of the reasons. The statement shall include notice of the faculty member's right, upon request, a hearing by the Hearings Committee .
- B. If, within 14 calendar day after he or she receives the notice and specification of reasons referred to in Section IV.B. above, the faculty member makes no written request for a hearing, he or she may be discharged or have serious sanction imposed without recourse to any institutional grievance or appellate procedure.
- C.
- D. If the faculty member makes a timely written request for a hearing, the Chancellor or his or her delegate shall insure that the hearing is accorded before the elected Faculty Hearings Committee . The hearing shall be on the written specification of reasons for the intended discharge or imposition of serious sanction. The Hearings Committee shall accord the faculty member 30 calendar days from the time it receives his or her written request for a hearing to prepare his or her defense. The Hearings Committee may, upon the faculty member's written request and for good cause, extend this time by written notice to the faculty member. The Hearings Committee will ordinarily endeavor to complete the hearing within 90 calendar days except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the Hearings Committee cannot be assembled.
- E. The hearing shall be closed to the public unless the faculty member and the Hearings Committee agree that it may be open. A quorum for the hearing is a simple majority of the Hearings C ommittee membership. Committee members are

subject to the same eligibility restrictions as in Section J.4. The faculty member shall have the right to counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, to examine all documents and other adverse demonstrative evidence, and to make argument. A written transcript of all proceedings shall be kept; upon request, a copy thereof shall be furnished to the faculty member at the institution's expense.

- F. The Provost and VCAA, or his or her delegate and/or counsel, may participate in the hearing to present testimony of witnesses and other evidence, cross-examine witnesses, examine all documents and other evidence, and make argument.
- G. In reaching decisions on which its written recommendations to the Chancellor shall be based, the Hearings Committee shall consider only the evidence presented at the hearing and such written or oral arguments as the committee, in its discretion, may allow. The university has the burden of proof. In evaluating the evidence, the committee shall use the standard of "clear and convincing" evidence in determining whether the institution has met its burden of showing that permissible grounds for serious sanction exist and are the basis for the recommended action. The committee shall make its written recommendations to the Chancellor within 14 calendar days after its hearing concludes or after the full transcript is received, whichever is later.
- H. If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his or her decision shall be final. If the Chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the Chancellor's decision to the Board of Trustees. This appeal shall be transmitted through the Chancellor and be addressed to the Chair of the Board. Notice of appeal shall be filed within 14 calendar days after the faculty member receives the Chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of hearings held by the Hearings Committee, but it may, in its discretion, hear such other evidence as it deems necessary. The Board of Trustees' decision shall be made as soon as reasonably possible after the Chancellor has received the faculty member's request for an appeal to the Trustees. This decision shall be final except that the faculty member may, within 14 calendar days after receiving the Trustees' decision, file a written notice of appeal, by certified mail, return receipt requested, or by another means that provides proof of delivery, with the Board of Governors if he or she alleges that one or more specified provisions of The Code of The University of North Carolina have been violated. All such petitions to the Board of Governors shall be transmitted through the President.

When a faculty member has been notified of the institution's intention to discharge him or her, the Chancellor may reassign him or her to other duties or suspend him or her at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed herein. Suspension shall be exceptional and shall be with full pay.

## **Section V. TERMINATION OF FACULTY EMPLOYMENT** (amended by [SD1089S](#))

### **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 at Asheville because of (a) demonstrable, bona fide institutional financial exigency; or (b) 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 decline in institutional enrollment or by other action 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 V.A.2. This determination is subject to concurrence by the President and then approval by 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 subsection 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 or her delegate shall first seek the advice and recommendations of the academic administrative officers and the Executive Committee of the Faculty Senate. If the Chancellor, the academic administrative officers, and the Executive Committee of the Faculty Senate agree that it may be necessary to eliminate faculty positions currently filled, the matter shall then be referred to a meeting of all department chairs, and this body shall make its recommendation to the Chancellor before any further action is taken. A copy of the recommendation of the department chairs, signed by the presiding officer of their meeting, shall be appended to any proposal the Chancellor may make on this subject to the Board of Trustees, The President, or the Board of Governors.

### **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 Section V.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 major curtailment or elimination of a teaching, research, or public service program and such curtailment or elimination of program is not founded upon financial exigency, the faculty member 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 of Section 604A of The Code.
  - 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 Section V.B.2. (a).
3. Type of notice to be given. The Chancellor or his or 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. 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 or other 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 or she alleges that the decision to terminate him or 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 or she receives the notice required by Section V.B.3., the faculty member makes no written request for a reconsideration hearing, his or her employment shall be terminated at the date specified in the notice given pursuant to subsection B.3., without recourse to any institutional grievance or appellate procedure.
5. Request for reconsideration hearing. Within ten days after he or she receives the notice required by Section V.B.3., the faculty member may request by registered mail, return receipt requested, a reconsideration of the decision to terminate his or her employment if he or 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 or her employment was arbitrary or capricious and shall include a short, plain statement of facts that he or she believes support the contention.

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

6. Jurisdiction of reconsideration committee. If the faculty member makes a timely written request for a reconsideration of the decision, the Chancellor or his or her delegate shall insure that the hearing is accorded before the elected Faculty Committee on Hearings. This reconsideration shall be limited solely to a determination of the contentions made in the faculty member's request for reconsideration. The reconsideration hearing shall be held promptly, but the committee shall give the faculty member five days from the time it receives his or her 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 adverse demonstrative evidence. The faculty member and the committee shall be given access, upon request, to documents of The University of North Carolina at Asheville that were used in making the decision to terminate the faculty member after the decision was made that some faculty member's employment must be terminated. At the faculty member's request a transcript of the proceedings shall be provided at the institution's expense. 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. Except as herein provided, the conduct of the hearing is under the Hearings Committee chair's control.

A quorum for purposes of the hearing is a simple majority of the committee's total membership. No one shall serve on this hearing committee who holds appointment in the faculty member's department who participated in the final recommendation to the Provost and VCAA or who will testify as a witness. A committee member who has a conflict of interest shall withdraw from the hearing of that case after consultation with the committee Chair and the Chair of the Faculty Senate.

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 or she desires to offer. The Chancellor or his or her representative may then present in rebuttal of the faculty member's contentions, or in general support of the decision to terminate his or her employment, such testimonial or documentary proofs as he or she desires to offer, including his or her own testimony.

At the end of this presentation, Hearings 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 is on the faculty member to satisfy the committee that his or her contention is true to a substantial certainty.

9. 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 and the Chancellor. The faculty member may then appeal the decision to terminate his or her employment in the manner provided by Section 501 C(4) of The Code of The University of North Carolina.

If the committee determines that the faculty member's contention has been satisfactorily established, it shall so notify the faculty member and the Chancellor by a written statement that includes a recommendation for corrective action by the Chancellor.

Within ten days after he or she receives the recommendation, the Chancellor shall send written notice to the faculty member and the Chair of the Hearings committee what modification, if any, he or 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 termination in the manner provided by Section 501 C(4) of The Code of The University of North Carolina. If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his or 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 or 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 of the reasons specified in subsection 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 address last reported by the faculty member, and he or she shall have thirty calendar days after he or she receives the notice to accept or reject the offer.

**Section VI. RETIREMENT** (Revised by Provost, 2010)

- A. For information on retirement, faculty members should contact the Office of Human Resources.

**Section VII. COMMITTEES OF THE FACULTY**

A. Committee of the Tenured Faculty. (amended by [SD0314F](#))

Not later than April 15 of each year, the faculty shall elect members to a committee of the Tenured Faculty. The committee's mission is to consult with the Provost and VCAA, on call, in cases requiring decision on reappointment, promotion, and the conferral of permanent tenure. The committee shall elect its own Chair. This committee shall be composed of two tenured full or associate professors from each of the areas of Humanities, Sciences, and Social Sciences; no more than one member may come from any subject-matter department. Members of the Faculty Committee on Hearings may not serve on the Committee of the Tenured Faculty or the Grievance Committee. Election to the committee shall be for a term of three years, following the transition plan for 2015-2017 described in Senate Document [SD0314F](#). Members may not succeed themselves. New members formally replace outgoing members on the date of the first faculty meeting of the school year.

B. Faculty Committee on Hearings. (amended by [SD0314F](#))

Not later than April 15 of each year, the faculty shall elect members to a Faculty Committee on Hearings to conduct hearings as prescribed in this document and in Chapter Six of The Code of the University of North Carolina. This committee shall be composed of two tenured faculty members from each of the areas of Humanities, Sciences, and Social Sciences; only one member may come from any subject-matter department. Members of the Committee of the Tenured Faculty or the Grievance Committee may not serve on this committee. Election to the committee shall be for a term of three years, following the transition plan for 2015-2017 described in Senate Document [SD0314F](#). Members may not succeed themselves. New members formally replace outgoing members as of the date of the first faculty meeting of the school year.

C. Faculty Grievance Committee. (amended by [SD0314F](#), [SD0813F](#), [SD0710F](#), [SD4089S](#))

1. Not later than April 15 of each year, the faculty shall elect members to a Faculty Grievance Committee. This committee shall contain at least one faculty member at each professor rank. Only one member may come from any subject-matter department. No officer of administration shall serve on the committee. For purposes of this section, officers of administration shall be deemed to include department chairs and program directors. Members of the Committee of the Tenured Faculty and members of the Faculty Committee on Hearings may not serve on this committee. Election to the committee shall be for a term of three years, following the transition plan for 2015-2017 described in Senate Document [SD0314F](#).
2. The committee shall be authorized to hear, mediate, and advise with respect to the adjustment of grievances of members of the faculty. The committee's power 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 sent to the Chancellor only after the department chair or other administrative official most directly empowered to adjust the matter has been given similar advice and has not acted upon it within a reasonable time.

3. "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 this 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.
4. Parties to a grievance may participate in mediation in accordance with institutional policies as noted in Section 3.6.3 of the *UNC Asheville Faculty Handbook*. If the parties have not participated in mediation prior to the filing of the petition, the Chair of the Grievance Committee will ask the parties if they wish to voluntarily participate in mediation, but there is no obligation to do so; a decision not to participate in mediation will not be held against either party in any further proceedings.
5. The Grievance Committee shall organize itself within one week of the Fall Faculty meeting. The Chair of the Faculty Welfare and Development Committee shall call the initial meeting and preside over the election of a Chair and Secretary. After this meeting, the Secretary of the Senate will report the results of the election to the faculty.

D. Committee on Institutional Development.

The Faculty Senate Committee on Institutional Development shall be composed of five members: the Second Vice Chairman of the Senate, who shall chair the Committee, and four members appointed by the Senate Executive Committee. (See University of North Carolina at Asheville Senate Constitution, Section 5, for the composition of this committee.) The committee shall have concern for policy, planning, and initiatives in those areas of institutional development where faculty involvement is proper.

**Section VIII. EFFECTIVE DATE:** September 5, 1980

- A. These policies and regulations supersede all other institutional documents governing the matters covered herein.
- B. 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 28 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.
- C. The provisions of Section VI shall apply both to all persons who, upon the effective date, have attained normal retirement age and are in continued terms of employment and to those persons who attain normal retirement age after the effective date.

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NOTES

<sup>1</sup>Wherever used in Sections III, IV, and V the word "year" means an academic year and the word "term" applies to service during the academic year(s) within that term, unless another meaning is set forth explicitly in the contract with the faculty member.

<sup>2</sup>"Department" is used as a generic term for departments, professional schools, and any other academic unit to which faculty appointments are made; "Chair" as a generic term for department chairs, deans of professional schools, and any other heads of academic units to which faculty appointments are made.

**14.3 UNCA Catalog**

The UNC Asheville Catalog contains information on academic programs and degree requirements as well as much other useful information. Copies are distributed annually to each member of the faculty through the departmental secretary. Faculty are responsible for keeping themselves well informed on the content of the UNC Asheville Catalog to ensure they follow UNC Asheville policies in advising students, teaching classes, and making curriculum changes.

Each year departments must submit catalog changes to the APC for review and approval by the Faculty Senate. Annually APC notifies departments and programs of the schedule for submission of proposed Catalog changes for the following year. Generally the proposed changes must be received by APC by the end of Fall semester. The Assistant VC for Enrollment Services coordinates the annual Catalog revision and production.

The University Catalog contains the official statement of graduation requirements applicable to the year of issuance. Consequently, the Catalog current for the year entered as a degree-seeking student contains the general education requirements applicable to the student regardless of date of graduation. Requirements for the major are those current at the time the student is accepted into the major.

Contact the Office of the Registrar or the Office of Academic Affairs if you have questions about the content of the Catalog. The Catalog is available online at <http://catalog.unca.edu/>.

**14.4 FORMS for Section 14.0**

No forms for this section.

## UNIVERSITY OF NORTH CAROLINA ASHEVILLE FACULTY HANDBOOK

Edited by Lisa Sellers, Faculty Senate Administrative Assistant. Comments can be sent to [lsellers@unca.edu](mailto:lsellers@unca.edu)

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