Faculty Senate Meeting Agenda

Wednesday, March 1, 2017
Virginia Dare Room, Alumni House

3:00 Welcome & Remarks
Anne Wallace, Faculty Senate Chair

3:10 Approval of February 1, 2017 Minutes [Enc. A]
Brad Johnson, Faculty Senate Secretary

3:15 Dana Dunn, Provost & Executive Vice Chancellor
10 min Remarks
10 min Questions from the floor

3:35 UNCG Communications
Jeff Shafer, Assoc. Vice Chancellor & Chief Communications Officer
10 min Remarks
10 min Questions from the floor

3:55 Government Committee Resolutions
Greg Bell, Government Committee Chair and Senate Liaison
10 min Resolution on changes to P&T Regs on Asst. Prof/Prof. hires [Enc. B]
15 min Resolution on changes to GEC Chair election [Enc. C]

4:25 10 min Presentation: Student Ratings of Instruction [Enc. D]
David Teachout, Director UTLC, and Carl Lashley, Faculty Senator

4:35 10 min Discussion

4:45 Senate Apportionment Follow-up report
Stoel Burrowes, Elections Committee Chair

4:55 Announcements

Upcoming Events:

Faculty Forum: Sustainability at UNCG
Presenter: Marianne LeGreco,
Senator & Sustainability Council Representative
Wednesday, March 22, 2017, 3-5p
Alumni House, Virginia Dare Room

Next Meeting of the Faculty Senate:
Wednesday, April 5, 2017, 3-5p, Alumni House, Virginia Dare Room

Refreshments are available at 2:30 p.m. for Senators to meet and greet faculty colleagues
NOTE: We encourage Senators, non-voting faculty and visitors to speak upon being recognized by the Senate Chair

Sign Language Services provided as needed and requested (please allow 72 hours) by:
Communications Services for the Deaf and Hard of Hearing.
Contact: 336-275-8878, or the Faculty Senate Office, 336-334-5345/mlwolfe@uncg.edu
Faculty Senate Meeting Minutes
Wednesday, February 1, 2017
3:00pm-5:00pm
Virginia Dare Room, Alumni House
pending approval at the March 1, 2017 meeting

Call to Order and Introductory Remarks

Anne Wallace, Chair of the General Faculty and Faculty Senate

- 57th Anniversary of the Woolworth Sit-Ins – a good day to reflect on what is needful to secure our civil liberties
- Anne clarified the format of the forum/discussion with the Chancellor today versus what was stated in Campus Weekly
- Agenda:
  - Provost Dunn out of town
  - Susan Collins incorrectly listed as NTT Comm. Liaison; she is liaison for the UTLC Committee
  - Chancellor's Remarks/Discussion timeframe shifted to allow for other remarks. Since main timeframe is not altered, no formal change needed.
- "Starving the Beast" screening this past Monday:
  - 160 folks signed in at the table in EUC Auditorium. Fascinating/disturbing film, with good commentary from our UNCG panel and fiery remarks from Gene Nichol. Thanks to all sponsoring groups, to Sue Dennison and her assistant Chase Hanes.
  - Thanks also to Kathy Crowe for info on access to the film through Kanopy, a film-streaming subscription in the Libraries. Anyone with UNCG ID can use; available for classes. I'll be sending out this info in a day or two.
- So many events upcoming—this slide will be up at end of meeting too—more information coming soon on the Feb. 15 Faculty Forum on Title IX, Academic Freedom, and Shared Governance
- Also today, starting at 4:30, an HNAC-sponsored conversation with Cat Warren on "Faculty and Politics"—Humanities Faculty Lounge, 3rd floor MHRA. I'm headed over afterwards myself.

Approval of the December 7, 2016 Faculty Senate Meeting Minutes

Brad Johnson, Secretary of the Faculty Senate (Enc. A)

- No corrections.
- Minutes passed.
Remarks & Discussions
Franklin D. Gilliam, Jr. Chancellor (Enc. B)

- Chancellor opened with some brief remarks on current affairs
  - Messages have been issued to the campus community concerning the
    President’s message on immigration status
    - Chancellor has shared our continued commitment to affected
      community members
    - General Counsel and the Provost Offices have been developing
      resources for use by the campus community
    - All memos that have been released can be accessed from the
      UNCG homepage
  - Chancellor shared several musings that have occurred over the last few
    days
    - Food shortage at the Food Pantry/Urban Ministries--reminded him
      that there are those in our community without the very basics of
      life available to them
    - Chancellor attended Healthy Relationships Initiative
      - 8,300 cases of domestic abuse reported by Family Justice
        Center
    - Attended reception announcing the nominees for the Faculty
      Excellence in Teaching Awards in Virginia Dare
    - Chancellor shared we should be engaged in the state of affairs and
      be aware of what is going on in front of us---have to also
      remember things we can do to make our own community better
  - Chancellor spoke to a few of the questions that didn’t make the final cut of
    primary questions
    - How does UNCG make itself heard among the other 16 constituent
      universities in the UNC system
      - Chancellor shared that UNCG, to some extent, is willing to
        serve as a guinea pig for some projects--we volunteer to be
        part of new initiatives, which advances our position in the
        queue of universities
      - UNCG has been advocates for some things that have not
        been seen as “fashionable” but are needed (e.g., technology
        infrastructure---analytics software program to assess
        outcomes and impact on students
        - In addition to learning outcomes, also will be
          measuring/looking at efficiencies
        - UNCG needs the infrastructure to be able to run the
          analytics needed for these assessments
    - Chancellor has worked to position UNCG with the majority
      in the state legislature
      - Director of External Relations has been hired
        (Andrew Cagle)--has strong relationships with legislators
○ Have met with several legislators who hold power within the legislature, especially with appropriations distribution
○ “Sometimes success is not having things done to you”
○ Example: UNCG was #1 on the list for the Lab Schools initiative; Chancellor was concerned this wasn’t thought through enough and didn’t have enough time to make sure this could be successful
  ■ Now UNCG has been pushed back to the 2nd round of site considerations

■ Faculty Engagement--how could faculty talk with the Chancellor
  ● One way is to utilize the communication structure currently in place
  ● Chancellor also has an open door policy--email his team to get on his calendar
  ● Chancellor is also happy to come visit any dept or school who invites him--really prefers to come to dept meetings but will come wherever he is invited
  ● Have a new Communications Officer we can talk with about getting coverage of our events--Jeff Shaffer, former VP for Communications at Lenovo
  ● Chancellor asked we not just email him with questions, given the volume of emails he tends to receive
  ○ Anne provided brief précises of each question and then allowed the Chancellor to respond to each (Enclosure/Handout)

■ Question 1: Research Intensive and Teaching Missions
  ● Chancellor has made this argument to legislators---universities like UNCG will affect the state of upward mobility within the state
  ● Feels UNCG changes trajectory of the student body
  ● UNCG ascribes to the notion of “scholar-teacher”--value scholarship and teaching
  ● How to support this
    ○ Reward excellence and productivity wherever we find it
      ■ Provided over $150,000 in seed funding related to projects related to the Strategic Plan (Research based and Community engagement)
      ■ Continue to offer $125,000 in faculty summer grants in addition to traditional grant program
      ■ Continue to provide support for online curriculum resources--continue working toward technology
- Chancellor mentioned the DMC in Jackson Library as a great teaching resource for faculty
  - Faculty career development and working conditions
    - Have made changes in the Family Leave program through the Provost’s Office
    - One of the more generous programs/policies in the UNC system
  - Promotion & Tenure standards and how to tie this to balancing teaching and research
    - COACHE survey reported high marks regarding tenure and promotion for the UNCG campus
    - Chancellor shared he tends to focus on the quality of the work versus the mode of the work
  - Balance between teaching and research as teaching demands increase
    - UNCG provides the max number of teaching leaves that GA allows
    - Only way to do more leaves would be to require faculty to teach more courses than they currently do
    - Question has been raised nationally concerning if faculty should be teaching more than they currently do
  - Administrative bloat
    - Last 2 years, almost all hiring has been on faculty side, not administrative side
    - Administrative bloat because universities are being over regulated--too much focus on compliance
    - We replace faculty lines that are vacated and have added 25 faculty lines over the last few years

- Question 2: Teaching, Enrollment Management, Admissions, Student Preparation
  - Anne shared that some of concerns were addressed with Chancellor’s response to Question 1

- Questions from Floor
  - Can’t do research at research institution without graduate students--Senator can’t recall any increase in graduate students over the last several years; stipend and tuition waivers haven’t been increased for depts.; doing more and
more with less and less--what are your views with how graduate education can be supported on this campus

○ Chancellor: very committed to graduate education
○ where does enrollment increase happen--happens at undergraduate level in terms of funding--enrollment growth dollars are put back into undergraduate education as opposed to graduate education
○ A lot of grad support comes from external funding
○ Provost Dunn has appointed Kelly Burke as Vice Provost for Graduate Education
  ■ Kelly Burke--has ideas on getting resources back out to the depts.
  ■ Will be unleashing 4 fully-funded assistantships in the next few weeks to some departments--students would work with the Graduate School
  ■ Is currently looking at Graduate budget--will be speaking with Deans soon about tuition waiver allocation
○ Chancellor shared leadership style: never compromise on talent; when you get talented people, put them in the right positions; and hold talented people accountable in their responsibilities
○ Alan Boyette--shared that NC is one of the only states that can’t waive tuition but have to actually have the money there to be able to pay for tuition waivers

● Senator: University’s plans as it concerns the Ombudsman's Office
○ Chancellor has discussed with various faculty groups
○ One way to address people’s ability to grieve has been to work more closely with HR and the new AVC who was hired and has been here since Jan. 1
○ Will take $300,000 (conservative estimate) annually to set up and sustain and Ombudsman’s Office
○ Would like to give HR a chance to set some mechanisms in place
○ If that doesn’t work, would like to see someone come forward with a business plan/model and express the need as mission critical for the creation of the Office
○ Anne Wallace shared that meeting next week with leadership of Faculty Senate and Staff Senate along
with VC-BA (Charlie Maimone) and AVC-HR will discuss this--Anne will report back to the Senate on the outcome of that meeting

- Senator comment: Wanted to return to previous issues
  - By end of academic year how do you and Admissions decide recruitment strategies work? How maintain quality of our students (????)--check questions from general questions
    - Average class scores have increased over the last few years--UNCG is better than some of our peers with respect to scores
      - Graduate rate are above average and improving
    - Chancellor’s strategy: think of student pool as triangle: top of triangle is top 10-15%, big swath in middle and then the base
      - Need to compete for the bottom of the top group
      - Need to recruit the top of the bottom group
    - False dichotomy that we’ve grown in enrollment but can’t maintain excellence
    - Need to do better job with targeting students
      - Where do we do really well getting good students and drive this home in communications and social media
    - Hiring of new faculty, graduate student support, teaching resources, etc.--none of this is possible without enrollment growth
    - Chancellor wants UNCG to be a University of Choice and not Convenience

- Senator question: Dismantling Tenure in favor of Corporate model of efficiency (a theme in Starving the Beast); increased notion that NTT faculty are an important part of University--how can make NTT faculty and TT faculty work better?
  - Have to find a way to make some adjunct positions stable by offering multi-year contracts
  - Chancellor shared a lot of push out of GA and Legislature for this corporate model of efficiency
  - Universities have staved off corporatization, MOOCs, for-profits
  - Most of UNCG budget (80%) is related to personnel costs
○ Need to have good accountability metrics with adjuncts for getting quality people
○ Find ways to stabilize incomes of adjuncts and provide higher pay
○ Chancellor challenged the Senate that we have to treat adjuncts better--some adjuncts feel like second-class citizens
  ■ Senate should talk about how we can make working conditions better for everyone, including adjuncts

■ Question 3: Equity & Salary
  ● Faculty raises were unfounded mandate by GA--no money provided for faculty raises
  ● We’ve taken ¾ of surplus pool and applied to merit raises and ¼ of it for equity
  ● Salary compression may be more a factor of when you were hired--some faculty hired during period of salary stagnation
  ● Chancellor big believer in getting people as much salary as we can possibly get them
    ○ “A rising tide raises all ships”
  ● Anne shared that she has regular meetings with Chancellor so she can serve as a conduit to address some Senate concerns/issues with the Chancellor

Ad hoc NTT Issues Committee Report

*Teresa Little, Committee Chair (Encs. C, D, E, & F)*

● Teresa went through PowerPoint presentation (PowerPoint will be posted on the Faculty Senate website)
● Anne shared this was the first report from this committee and that this will not be the Senate’s last opportunity to address these concerns
● Questions from floor
  ○ Did committee address how NTT faculty join departments (faculty hired without review by dept. faculty)?
    ■ Teresa referenced document criteria
  ○ Contracts--people here less than 1 year would get a 1 year contract--what happens with those who only come in to fill-in for a semester
    ■ Would look at clause to see if that is covered???
  ○ Senator shared their dept. has policies on workload, etc. on everyone--TT and NTT--change some of the wording to make sure to include what they were hired to do in their workload document??

Faculty Assembly Delegation Report for January 6, 2017 Meeting


● Anna walked through highlights of the resolutions--see document in Agenda Packet (Enc. G)
● Senator question--cost of living not being considered
○ Anna shared that cost of living varies so much across the state--too difficult to manage/calculate so COL is not being considered

● Anne Wallace read the resolutions before the Senate and reminded that Faculty Assembly has no power but serves as an advisory board to the President of the UNC System; Chairs of Faculty Senates/Assemblies take resolutions generated from general Faculty Assembly and take them back to their home campuses for consideration and vote and are then presented back to the Faculty Assembly which is then sent to the President of the UNC System and the Board of Governors

○ Resolution # FS02012017/1: To Endorse UNC Faculty Assembly Resolution 2017-2, “On Faculty Compensation”
  ■ No questions from the floor
  ■ Senate voted; motion carried unanimously

○ Resolution #FS0201217/2: To Endorse UNC Faculty Assembly Resolution 2017-3, “On SACSCOC Compliance”
  ■ Anne shared that evidence has to be provided in such allegations
  ■ Faculty Assembly aren’t empowered to investigate such allegations but have been collecting documentation to provide for consideration
  ■ Senator comment: Who does have the power to introduce these charges/violations to SACSCOC--Board of Governors?
    ● Anne believes that the BOG would indeed be able to present these to SACSCOC
    ● Anne shares that in Principles of SACSCOC, institutions can bring forward violations of which they are aware
    ● Senator noted many violations were allegedly committed by the BOG, who may not bring this forward
      ○ Faculty Assembly, through these resolutions, are creating public records of our concerns

● Rebecca Adams is on SACSCOC Board of Trustees-can only speak to process
  ○ Anyone can submit a complaint of non-compliance--could do so as individuals
  ○ Faculty at an institution who believe a violation of SACSCOC Principles can submit a complaint
  ○ SACSCOC does not accredit the system--it accredits the individual institutions
    ■ Shared the language in the resolution may not be worded in the way to best represent the process
  ○ SACSCOC could respond to evidence that individual institutions are out of compliance with SACSCOC depending on where those inconsistencies are
Anne shared that last she heard, BOG didn’t have these on their last agenda and doesn’t know if these are on their next agenda

Anne shared that Faculty Assembly Executive Committee vigorously discussed this resolution and adjusted wording accordingly

- Senator: what would be the costs of endorsing this resolution?
  - Anne doesn’t know discussions inside FA Exec. Committee were
    - Resounding “yes” verbal vote; those few delegates who voted “no” were concerned about consequences, especially those going up for reaccreditation through SACSCOC
  - Anne shared too that there doesn’t seem to be any precedent with what Faculty Assembly has done regarding this resolution
  - Senate voted: unanimously passed
    - Resolutions submitted by: UNCG Faculty Assembly Delegation: Anna Marshall-Baker, Andrea Hunter, Spoma Jovanovic, and Anne Wallace

**Report: Board of Trustees Dec. 2016 Mtg.**

*Sam Miller, Senator*

- Sam briefly reviewed the notes from the most recent Board of Trustees meeting with Senators--his briefing report was previously distributed to Senators by Anne over email
- Sam asked if any questions, please email him
- Brad Hayes, Chair of the BOT, clarified that the tuition increases Sam stated only affect incoming first-year students, who will have their tuition frozen across 4 years

**Announcements**

*Anne Wallace, Faculty Senate Chair*

- Colloquium on Intercultural Unity
- upcoming Faculty Forum February 15 from 3:00pm-5:00pm on Title IX, Academic Freedom, and Shared Governance
  - webinar presentation by Dr. Risa Lieberwitz, Professor of Labor and Employment Law and Chair, Department of Labor Relations, Law, & History, Cornell University

**Adjournment**

- Move to adjourn. Seconded
- Adjourned.

Respectfully submitted,
Brad Johnson
Secretary of the Faculty Senate

*Pending approval at the March 1, 2017 Faculty Senate Meeting*
Resolution #FS:03012017/1

To Revise the UNCG Faculty Rank and Title Policy
Changing the Policy for Hiring at Ranks of Associate Professor and Professor

Faculty Senate Government Committee

WHEREAS the revision to the UNCG Faculty Rank and Title Policy in August 2016 led to a larger review of University Promotion and Tenure regulations, and

WHEREAS Provost Dunn recommended that changes be made to Section 3.E.ii and Section 3.F.ii regarding hires at the ranks of Associate Professor and Professor to make them better align with corresponding sections on promotions from within UNCG, and

WHEREAS the Faculty Senate discussed the Provost’s proposed changes on October 5, 2016, and

WHEREAS the University Promotion and Tenure Committee discussed the proposed changes and agreed with the Provost’s recommendations, therefore

BE IT RESOLVED that Section 3.E.ii be revised as follows:

3.E.ii. An Associate Professor hired at that rank from outside the institution may be appointed to a probationary term of up to five years, or, with justification, may normally be appointed with tenure. With appropriate justification, an Associate Professor may be appointed for a probationary term of up to three years.

3.F.ii. A Professor hired at that rank from outside the institution will normally be appointed with tenure, but may, with justification, be appointed to a probationary term of up to five years.

3.F.ii.b. If appointed for a probationary term, before the end of the penultimate year of that term, the Professor shall be reviewed for tenure, and a decision rendered. The procedures in section 4 shall be followed. If tenure is not awarded, the Professor’s employment shall end at the conclusion of his or her probationary term contract.

Faculty Senate Action/Date: Effective Immediately following all required approvals.
Chancellor Action/Date: Implementation of Resolution: The Faculty Senate will collaborate with the Office of the Provost to notify affected persons and offices to coordinate the update of printed, electronic forms, and publications.
General Faculty Action/Date:
Board of Trustees Action/Date:
UNC GA Action/Date:
BOG Action/Date:
Resolution #FS:03012017/2

To revise who may chair the General Education Council
Faculty Senate Government Committee
November 18, 2016

WHEREAS, the General Education Program belongs to the University, and

WHEREAS, all Departments and Programs with undergraduate students participate in General Education, whether by offering courses to students or their students taking courses, and

WHEREAS, the General Education Council is charged with ongoing review and maintenance of the General Education Program goals, assessment of student achievement of these goals, oversight of the General Education Program requirements, and approval of requests for General Education markers and designations, and

WHEREAS, in recent years various Departments have moved into and out of the College of Arts and Sciences,

THEREFORE; BE IT RESOLVED that the UNCG Faculty Senate Bylaws, Article II, Section 2, 3. Advisory Committees Appointed by the Faculty Senate Electoral Divisions, General Education Council Membership shall be revised as indicated:

Membership: Twelve (12) voting General Faculty members, six (6) from the College of Arts and Sciences, one (1) from each of the other electoral divisions, excluding the JSNN (at their request). The Chair of the Council will be from the College and will vote only in the case of a tie. Ex-officio and non-voting members may be appointed by the Provost as needed.

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/publication(s) et al. will be revised.
MEMORANDUM

Date: February 21, 2017

To: Members of the UNCG Faculty Senate

From: Student Ratings of Instruction ad hoc Committee

Re: Development of a Student Rating of Instruction Policy, Procedures, and University-Wide Item Set

A SRI ad hoc committee was assembled by the Director of the UTLC, in consultation with the Chair of the UNCG Faculty Senate, and charged by the Provost to:

(a) draft policy and procedures regarding the administration of the Student Ratings of Instruction (SRI) instrument, often referred to as student course evaluations, and
(b) draft a set of University-wide items that could be added to instruments being used currently by departments and programs.

The Student Ratings of Instruction (SRI) ad hoc committee is comprised of faculty members from each School and College at UNCG and includes members of the UNCG Faculty Senate, faculty of varying ranks including those in tenure-stream and non-tenure lines, and members from the Office of Assessment and Accreditation and the University Teaching and Learning Commons (UTLC).

Rationale for a Student Ratings of Instruction (SRI) Policy and Procedures
There is wide variation across the campus in how often (and even whether) faculty members administer a SRI instrument at the end of a course. While guidelines do exist in some individual units, there is no UNCG policy or procedures regarding SRI administration. Furthermore, "student evaluation" is an explicit form of evaluation required by the UNC System, however guidance from the System is understandably general in nature. According to the UNC Policy Manual "student evaluations are conducted at regular intervals (at least one semester each year) and on an ongoing basis" (Section 400.3.1.1[G], Guidelines on Tenure and Teaching, II.1.c(1-2)). Developing a university-wide SRI policy and procedures that provides both consistency and flexibility would promote greater equity in annual evaluation, promotion, and/or tenure decisions for faculty across the university, while retaining departmental/disciplinary specificity in instructor feedback.

Rationale for a SRI Common Set of Items
Currently, survey instruments vary widely from department to department across the university, and no items exist that are common to all instruments. Development of an instrument containing both (1) a common set of evidence-based items applicable across all teaching situations and (2) the current sets of items tailored to the discipline(s) of the departments would provide tools that could generate valuable feedback for instructors on foundational aspects of teaching effectiveness and information regarding discipline-specific aspects of teaching effectiveness. These instruments would also support more consistent teaching evaluations within departments, and a more equitable review of teaching accomplishments by unit and University reviewers of promotion and/or tenure dossiers.

Process of the SRI ad hoc Committee
The SRI ad hoc committee was provided starting materials by the UTLC, including current UNCG unit/department guidelines for the administration of student evaluations as well as resources from other UNC system schools, non-UNC peer institutions, and aspirant peers. Further, the UTLC provide a draft list of items based on literature from the scholarship of teaching and learning, consultation with colleagues in Teaching & Learning Centers at other institutions, and a review of tools used in other institutions across the nation. The SRI ad hoc committee met in various configurations, both face-to-face and online, throughout the month of February to produce drafts of the four documents enclosed. Those documents include: (a) SRI Policy draft, (b) SRI Procedures draft, (c) SRI University-Wide Items draft, and (d) a suggested timeline for review and adoption of the policy, procedures, and University-wide items.
**Descriptions of the SRI Documents**
The SRI Policy is a set of guiding principles governing administration of the SRI instrument. This draft includes a rationale for evaluating teaching and a list of specific requirements regarding format for the SRI instrument, frequency and period of administration, methods of administration, results, and archiving results. The SRI Procedures is a set of operational processes that support implementation of the SRI Policy. This draft also contains helpful tips for administering the SRI instrument. The SRI University-Wide Items is a set of close-ended items and open-ended items applicable across all teaching situations. This draft includes six close-ended items and two open-ended items.

**Timeline for Development and Review of the SRI Documents**
An initial draft of documents were developed for presentation and initial feedback at the March 1 meeting of the UNCG Faculty Senate. From March 1 until March 20, members of the UNCG Faculty Senate will have the opportunity to access the documents on Google Drive and provide comment and continued feedback. Efforts will be made to address issues as they are presented. Those issues not resolved during the online comment period will be presented at the March 22 Faculty Forum for further discussion. New drafts of the SRI Policy and SRI Procedures documents will be prepared by the SRI ad hoc committee for inclusion in the agenda for the April 5 or the May 3 meeting of the UNCG Faculty Senate, when adoption of the SRI Policy and SRI Procedures will be considered.

In fall 2017, the UTLC will offer assistance to department heads or their designees to help review department-specific items for alignment with their goals and avoid duplication of University-wide items. The SRI instrument (comprised of department-specific items and University-wide items) will be piloted during the fall administration period (i.e., the last three weeks before Reading Day). The UTLC will work with Department Heads to share results of the pilot and offer help to work out any challenges uncovered by the pilot. In February 2018, the new SRI instruments will be crafted based on the pilot feedback, and the SRI ad hoc committee will prepare the University-wide items for review by the UNCG Faculty Senate. Consider for adoption of the University-wide items will take place at the March 2018 meeting of the UNCG Faculty Senate.

Assuming positive endorsement from the UNCG Faculty Senate, the SRI Policy, Procedures and Instrument will be implemented in April 2018.

**Closing Thoughts**
The items being shared with you today are initial drafts, including the timeline. Your thoughtful contributions are needed. As you review these items, please know that no one policy, procedure, or set of items exists that will satisfy the wishes of every individual affected. However, with your help, these documents can be crafted to serve the greater good of the UNCG community.
Teaching is central to the mission of this University. Consequently, the quality of teaching must be evaluated regularly. Evaluation of teaching serves two basic purposes: (a) providing ongoing feedback to help instructors identify strengths and areas for improvement, and (b) providing data used for making decisions regarding consequential outcomes such as reappointment, tenure, promotion, merit raises, and the selection of award recipients. Because teaching is a complex and multifaceted task, results from any one particular tool will not provide adequate data to represent the entire scope of teaching quality. Therefore, use of multiple tools is recommended, particularly when the evaluation is used to make decisions. Such tools should provide a variety of perspectives including those of the students being taught, those of the instructor’s peers, and those of the instructor being evaluated. One such tool, providing the perspective of the student, is the Student Rating of Instruction (SRI) instrument. A uniform approach to the administration of a valid SRI instrument will best ensure reliable results.

A. Format for the SRI Instrument

The student ratings of instruction (SRI) instrument shall consist of university-wide close-ended and open-ended items applicable to all teaching/learning situations. Each department/program (or unit) may add items specific to its needs. University-wide items should be reviewed by the Faculty Senate at least once every five years to ensure they remain relevant to the current academic environment.

B. Frequency and Period of Administration

All course instructors shall administer the SRI instrument for every course taught during the fall and spring semesters of the academic year. Exceptions to this requirement may be made for the following instructional formats:

- Courses with five or fewer students
- Courses classified as Cooperative Education, Dissertation or Thesis, Field Experience, Individual Study, Internship, Performance, Practicum, Recital, Student Teaching, Studio, or Study Abroad.

The SRI instrument shall be administered any time within the three-week period
prior to Reading Day. Course instructors are encouraged to administer the SRI instrument for courses taught during winter and summer terms; administration during these terms should occur any time during the last week of the term.

C. **Methods of Administration**

The head/director of each department/program (heretofore referred to as the department head) is responsible for ensuring the SRI instrument procedure is implemented. The SRI instrument can be administered via paper or online. If administered during a class period, whether online or on paper, the course instructor must leave the room while a designee of the department head administers the SRI instrument. When using paper format, that designee must collect the completed forms and deliver them to the department office for processing. For team-taught or cross-listed courses, students must be given the opportunity to complete a separate SRI instrument for each instructor.

D. **Results**

Results of the SRI shall be provided to the department head (or a designee) no sooner than the day after the grading submission period has ended for each term. The department head is responsible for ensuring hand-written comments are transcribed onto a word-processed document before being provided to the course instructor. Although intended primarily to assist course instructors with identifying areas of strength and areas for potential growth, SRI results shall not serve as the sole source of evidence regarding teaching quality when decisions are being made about reappointment, promotion, tenure, awards, merit raises, and other matters of consequence.

E. **Archiving Results**

The department head is responsible for ensuring all SRI results are archived and easily accessible. For each course instructor teaching in a full-time capacity, SRI results must be archived for a minimum of 6 years for all faculty members and, for Associate Professors, the entire time they remain at that rank. For a course instructor teaching in a part-time capacity, SRI results must be archived for no fewer than three years after the last semester that individual was an instructor.
The following is a list of procedures that support the Student Ratings of Instruction Policy.

1. During fall and spring semesters, the department head is responsible for contacting Scanning Services no later than five weeks before Reading Day to communicate a list of the course sections to be evaluated, the names of the instructors for each section (see Sections B and C of the Student Ratings of Instruction Policy for courses), and the format to be used with each section (online or paper). For winter and summer courses, a list of the course sections to be evaluated, the names of the instructors for each section, and the format to be used with each section must be forwarded to Scanning Services no later than two weeks before the end of the term.

2. Just prior to the Period of Administration (i.e., the last three weeks before Reading Day for fall and spring semesters, and the last week of the term for winter and summer sessions), those department heads of instructors planning to use paper format will receive a PDF of the SRI instrument for duplication and distribution to the appropriate course instructors. PLEASE NOTE: Copies must be printed using a laser printer or inkjet printer; photocopies cannot be scanned reliably. Also, instruments cannot be shared; instruments should be used only for the specific section and instructor indicated at the top of the document. Finally, please duplicate the SRI instrument using the 100% size setting only, as the scanner cannot read the forms otherwise.

3. Once the Period of Administration begins, students in courses for which the online format is used will receive an email with a link to the particular SRI instrument aligned with the appropriate course, section, and instructor. Students will receive a separate email for each course requesting an online response format. Because Class Climate, the mechanism for gathering data from online administrations of the SRI instrument, does not save progress for students leaving the site of a course evaluation before they are finished, they will have to start over upon their return. The links are for one-submission only.

4. When administering the SRI instrument via paper in a team-taught course, students must complete an instrument for each instructor of that particular course section. Forms may be filled out in pencil or pen. Once feedback for all courses has been collected, the forms will be sent to Scanning Services for processing. The department head or designee will be notified when results are available.

5. Results will be sent initially to the department head and will be provided as separate PDFs for each section and instructor of a course. For courses using paper format, handwritten comments must be transcribed before the report is shared with the instructor.

The following are helpful tips for administering the SRI instrument.

A. To ensure the highest response rate with online administration, set aside a portion of a class period for the SRI instrument to be administered digitally. For several class periods preceding the day of administration, announce to students to bring their digital devices of choice (i.e., computer, tablet, cell phone). Hint: To avoid overloading the wireless network, ask students use cell phones with non-wireless settings.

B. In course sections where paper format is used, students should be advised to keep written comments inside the boundaries of the response box. Anything written outside of the response box boundaries cannot be read by the scanner.
Draft of the University-level Items
applicable to all teaching/learning situations

February 21, 2017

Numerical Scale

1. This instructor seemed thoroughly prepared for class. *SD  D  N  A  SA
2. This instructor demonstrated thorough knowledge of the course content. SD  D  N  A  SA
3. This instructor explained course subject matter clearly. SD  D  N  A  SA
4. This instructor provided helpful feedback on course-related assignments. SD  D  N  A  SA
5. This instructor used tests and assessments that were aligned with the course content. SD  D  N  A  SA
6. Overall, this instructor demonstrated excellence in teaching. SD  D  N  A  SA

*Note: SD = Strongly Disagree; D = Disagree; N = Neutral; A = Agree; SA = Strongly Agree

Please identify aspects of the instructor's teaching that you most enjoyed or found most valuable.

Please offer any suggestions on how the instructor's teaching might be improved.
Student Ratings of Instruction (SRI) – Draft Timeline

MAR 1, 2017: **SRI ad hoc (AH) committee will present drafts of a policy, procedures, and a University-wide set of items to the Faculty Senate (FS).**
- Feedback is provided by the FS
- Clean versions of the documents will be posted for FS comment.

MAR 1 – MAR 20, 2017: **SRI ad hoc committee will receive feedback from various sources.**
- SRI-AH committee gathers feedback from FS via online comments.
- SRI-AH committee gathers feedback from Deans and/or unit-level reps.
- SRI-AH committee uses all feedback to edit the policy, procedures, and items.
- SRI-AH committee crafts updated drafts with unresolved issues identified.

MAR 22: **The revised policy, procedure and University-wide items will be presented to the FS**
- FS will discuss each unresolved issue and provide additional feedback to the SRI-AH committee.

MAR 22 – MAR 28, 2017: **SRI-AH committee will work to resolve any remaining issues.**

MAR 28: **The SRI Policy document and Procedures document will be ready for inclusion in the agenda for the April 6 or the May 3 FS meeting to be considered for adoption.**

**ASSUMING A POSITIVE ENDORSEMENT FROM THE FACULTY SENATE, THE NEW POLICY AND PROCEDURES WILL BE EFFECTIVE BEGINNING SPRING 2018.**

AUG – OCT. 2017: **Departments heads may work on** their department-specific items.
- The UTLC will offer assistance to department heads or their designees to help them review department-specific items.

NOV 2017: **The new SRI instruments (University-wide items set and department-specific items) will be piloted.**

DEC - JAN 2018: **The UTLC will work with Department Heads** to share results of the pilot and offer help to work out any challenges uncovered by the pilot.

FEB 2018: **The SRI instrument will be crafted further based on the pilot feedback.**
- The SRI ad hoc committee will prepare the University-wide items for FS review.

MAR 2018: **University-wide instrument will be considered for adoption by the FS.**

**ASSUMING A POSITIVE ENDORSEMENT FROM THE FACULTY SENATE, THE NEW SRI INSTRUMENT WILL BE EFFECTIVE BEGINNING SPRING 2018.**

APRIL 2018: **The new SRI policy, procedure and instruments will be implemented.**