



**General Faculty Meeting**

**Wednesday, Apr 25, 2012**

**Location: Jarrell Hall, Jackson Library Room 032**

**3:00 – 5:00 PM**

<b>Time</b>	<b>Item</b>	<b>Action</b>	<b>Enclosure</b>
3:00	Call to order and opening remarks <i>Chancellor Linda Brady</i> Acknowledgement of Deceased Faculty	No	A
3:15	Business Session <i>Joshua Hoffman, Chair of the Faculty Senate</i> Review of Agenda Approval of September 21, 2011 General Faculty Minutes	Yes	B
3:25	<i>Resolution #GF042512-01: To Revise The Constitution of the Faculty of UNCG</i> <i>Faculty Government Committee, Bruce Kirchoff, Chair</i>	Yes	C
3:40	Resolutions to revise the <i>UNCG Promotion, Tenure, Academic Freedom, and Due process Regulations (The Regulations)</i> <i>Faculty Government Committee, Bruce Kirchoff, Chair</i> <ul style="list-style-type: none"> <li>• <i>Resolution #GF042512-02, To Clarify Section 3.E.iii.b. Regarding Review for Promotion to Professor</i></li> <li>• <i>Resolution #GF042512-03, To Clarify the Conditions Under Which a Candidate for Promotion to Professor May Next Request Review After an Unsuccessful Bid</i></li> <li>• <i>Resolution #GF0425412-04, To Revise the Manner in Which Dissenting Opinions are Determined</i></li> <li>• <i>Resolution #GF042512-05, To Clarify the Role of Associate Professors on Unit Promotion and Tenure Committees</i></li> </ul>	Yes Yes Yes Yes	D E F G
<b>4:10</b>	<b>Presentation of the Provost's Recommendations on Academic Program Review</b> <i>Provost Perrin</i>		
5:00	Adjournment	Yes	

**IN MEMORIAM**

**A List of Deceased Faculty**

*Report Period: September 2011 - April 2012*

**Dr. Roy H. Forbes** (12/1/11)  
Professor (Retired)  
Educational Leadership and Cultural  
Foundations  
Director, National Assessment of Education  
Progress  
Executive Director (Retired), SERVE<sup>1</sup>

**Dr. Helen Canaday** (12/30/11)  
Professor (Emeritus)  
Early Childhood Development

**Dr. Lawrence E. Hart** (02/15/12)  
Professor (Emeritus)  
School of Music

**Dr. Robert Winthrop Watson** (02/27/12)  
Professor (Emeritus)  
Department of English  
Founder, UNCG Creative Writing Program  
Founder, *The Greensboro Review* Literary Journal

**Dr. Paul E. Lutz** (03/11/12)  
Professor (Emeritus)  
Department of Biology

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<sup>1</sup> The Southeast Regional Education Research &  
Development Laboratory

**Minutes of the General Faculty Meeting, September 21, 2011**

**3:00-5:00 pm, EUC Cone Ballroom**

**Josh Hoffman, Chair**

*Pending approval at the April 25, 2012 General Faculty Meeting*

<b>Agenda Item &amp; Presenter</b>	<b>Discussion/Motion</b>	<b>Outcome of Vote</b>
<p>Call to Order and Opening Remarks: <i>Chancellor Linda Brady</i></p>	<p>Chancellor Brady called the meeting to order at 3:00 pm. She welcomed and thanked faculty for their attendance at the Fall General Faculty meeting and began by acknowledging those faculty members who are now deceased since April of 2010. She read each name and then called for a moment of silence.</p> <p>Chancellor Brady next outlined the remarks she had planned for the assembly, via a PowerPoint presentation (<i>attached to these minutes</i>), which focused on the following areas:</p> <ul style="list-style-type: none"> <li>• Update of Capital Projects, i.e., those recently completed, those under construction, and those in the planning stage as well as both appropriated and non-appropriated plans for future projects. In some instances, UNCG may need to seek exemption of the Umstead Act. She spoke specifically of the new School of Education and the self-guided tours to be conducted during the formal opening on September 22. <ul style="list-style-type: none"> <li>○ In response to the oft asked question of “how can we afford capital projects during budget cuts,” she responded that they are funded by non-appropriated sources of funds and that they serve as investments designed to enhance both the educational programming and the quality of the institution.</li> </ul> </li> <li>• Moody’s and Standard and Poors credit ratings for UNCG: Double A3</li> </ul>	
<p>Review Agenda, Approve Minutes: <i>Josh Hoffman, Senate Chair</i></p>	<p>Josh Hoffman, Chair of the Faculty Senate, opened the business portion of the General Faculty meeting. The only order of business was the review and approval of the minutes of the previous meeting, September 8, 2010.</p> <p>Motion to approve the minutes: Richard Eberhardt Second to the motion: Mark Schumacher Vote: Unanimous to approve the minutes of September 8, 2010.</p>	<p><b>Motion to approve minutes passed by unanimous vote</b></p>
<p>Faculty Convocation: <i>Provost David Perrin</i></p>	<p>The Faculty Convocation convened with the Provost taking the podium. His presentation consisted of a comprehensive PowerPoint slide show (<i>the PowerPoint slides are attached to these minutes</i>) covering the following areas with cursory commentary as noted:</p> <ul style="list-style-type: none"> <li>• Fall 2011 Enrollment <ul style="list-style-type: none"> <li>○ Total enrollment – regular and distance – is down by 0.8%</li> </ul> </li> <li>• Restoring the Undergraduate Student Profile <ul style="list-style-type: none"> <li>○ SAT scores increased for the first time since 2005; high school GPA’s were slightly higher</li> <li>○ The diversity of new freshmen has increased by more than 2%</li> <li>○ The enrollment change allocation led to a return of funds</li> </ul> </li> <li>• Budget Considerations for 2010 and Beyond <ul style="list-style-type: none"> <li>○ A review of the impact of UNC System weighted factors in 2010-11,</li> </ul> </li> </ul>	

	<p>management flexibility reductions; and potential implications for future enrollment growth funding</p> <ul style="list-style-type: none"> <li>• Student/Faculty Demographics <ul style="list-style-type: none"> <li>○ Average SAT scores and High School GPA increased slightly</li> <li>○ % of women and men increased and decreased respectively</li> <li>○ % of out-of-state students increased (the top 5 home states of non-NC students were listed)</li> <li>○ New Freshmen race and ethnicity percentages were compared to 2010</li> <li>○ New faculty (73) categorized by tenure/tenure-track/other full-time/and ethnic group</li> </ul> </li> <li>• Academic Program Review (APR) <ul style="list-style-type: none"> <li>○ A review of APR activities</li> <li>○ Introduced the Faculty Senate ad hoc committee on APR, consisting of current and former Faculty Senate chairs</li> <li>○ Identified the Data Definitions Committee and the Efficiency Data Committee</li> <li>○ Provided a summary of modifications to the Process including key dates for moving forward</li> </ul> </li> <li>• Research and Creative Activity <ul style="list-style-type: none"> <li>○ The financial impact on UNCG, i.e., receipt of nearly \$47.8 in grant awards in the last fiscal year, surpassing last year's record breaking receipts</li> <li>○ A 52.2% increase in grant proposals submitted over UNCG's five-year average</li> <li>○ Update on UNCG's investments in research and creative activity and additional support for the same</li> <li>○ Overview of the STAMPS (Science, Technology &amp; Math Preparation Scholarships) proposal submitted</li> </ul> </li> <li>• Economic Development <ul style="list-style-type: none"> <li>○ Provided information on disclosures received, patent applications filed and awarded and license and option agreements negotiated</li> <li>○ One start-up company was initiated</li> <li>○ Just over \$192,000 in royalties received</li> </ul> </li> <li>• Community Engagement Initiative <ul style="list-style-type: none"> <li>○ A review of cross-unit and cross-sector identification of functions, processes, and infrastructure to support reciprocal partnerships for mutual benefit (<a href="http://communityengagement.uncg.edu">http://communityengagement.uncg.edu</a>)</li> </ul> </li> <li>• Academic Restructuring <ul style="list-style-type: none"> <li>○ Units contained in the new School of Health &amp; Human Sciences (HHS)</li> <li>○ Departments/programs with new homes coincident to the configuring HHS</li> </ul> </li> <li>• The UNCG Plan 2009-2014 <ul style="list-style-type: none"> <li>○ Progress overview</li> <li>○ Goal Implementation Team Reports completed 2010-11 and 2011-12</li> <li>○ Website continually updated: <a href="http://uncgtomorrow.uncg.edu">uncgtomorrow.uncg.edu</a></li> </ul> </li> <li>• Access to Education and Student Success <ul style="list-style-type: none"> <li>○ Review of goals established with UNC General Administration regarding retention and four- and six-year graduate rates and where UNCG students stand</li> <li>○ Overview of retention rates among students in Learning Communities</li> </ul> </li> </ul>	
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	<p>(LC's) and Living and Learning Communities (LLC's)</p> <ul style="list-style-type: none"> <li>○ How 'Starfish' (early alert and connections pilot) is working</li> <li>○ Follow up with eligible non-returning freshmen – mostly due to lack of funds</li> <li>● Internationalization <ul style="list-style-type: none"> <li>○ Participation in the ACE Internationalization Lab, i.e., an invitational learning community that assists participating institutions to develop a capacity, capability, and strategy for comprehensive internationalization, which is infusing and international/intercultural dimension to all aspects of teaching, learning, research, service, and outreach.</li> <li>○ The Internationalization Task Force, its charge, and its activities (spring 2011 and fall 2011)</li> </ul> </li> <li>● Selection of New UNCG Peer Institutions <ul style="list-style-type: none"> <li>○ How peer institutions are used</li> <li>○ The selection process including variables (14)</li> <li>○ 2011 proposed peers and aspirant peers – GA will decide <ul style="list-style-type: none"> <li>▪ Result will include 15 peer and three aspirant peer institutions</li> </ul> </li> </ul> </li> <li>● UNCG 2011-2011 Accolades <ul style="list-style-type: none"> <li>○ Narrowing Black/White ethnicity gap</li> <li>○ Sustainability; one of the Top "Green Universities"</li> <li>○ Academic success for low-income students</li> <li>○ Affordability, i.e., Best Buy</li> <li>○ Rate high for undergraduate education</li> <li>○ Rate high for Campus Pride (LGBTQ population)</li> <li>○ Military Friendly designation</li> <li>○ Prestigious International Fellowships and Scholarships</li> </ul> </li> </ul> <p>The Provost answered questions from the floor and ended his presentation.</p>	
<p>Closing Remarks: <i>Josh Hoffman, Senate Chair</i></p>	<p>The Senate Chair followed the Provost's presentation with a quick overview of business expected to come before the Faculty Senate in 2011-2012:</p> <ul style="list-style-type: none"> <li>● Academic Program Review (APR) <ul style="list-style-type: none"> <li>○ An ad hoc Senate Committee has been established and charged with advising the Senate with respect to APR and how to proceed</li> </ul> </li> <li>● Promotion and Tenure online dossier submission implemented bringing a level of standardization to the P&amp;T process</li> </ul>	
<p>Adjournment: <i>Josh Hoffman, Senate Chair</i></p>	<p>There being no further business, it was properly moved and seconded to end the meeting at 4:38 p.m.</p>	

Respectfully submitted,

Randolph Rasch  
Secretary to the General Faculty  
2011-13

**University of North Carolina at Greensboro  
General Faculty**

*Resolution #GF042512-01<sup>1</sup>*

**To Revise *The Constitution of the Faculty of The University of North Carolina at Greensboro***

*Submitted by the Faculty Government Committee  
Bruce K. Kirchoff, Chair*

**WHEREAS**, the recent restructuring of HES and HHP, and their replacement by the new HHS require changes in the Constitution of the Faculty to correct references to these units, and

**WHEREAS**, the Joint School of Nanoscience and Nanoengineering (JSNN) is not represented in the Senate under the current Constitution of the Faculty, and

**WHEREAS**, there is no explicit mention in the Constitution of distance learning as falling under the purview of the Faculty Senate, and

**WHEREAS**, there is no clear process in the Constitution for replacing elected officers of the Senate and/or its committees, including replacement of the Chair-Elect, when they are unwilling or unable to perform their duties, and

**WHEREAS**, there are other numerous small errors in the Constitution that have accumulated over time, such as:

The College and professional schools are not referred to as “units,” and  
There are no longer Associate Members of the Graduate Faculty, and  
The name of the document “Promotion, Tenure, Academic Freedom, and due Process Regulations of the University of North Carolina at Greensboro” has not been updated, and  
etc., and

**WHEREAS**, the Faculty Senate gave its approval on March 14, 2012, therefore

**BE IT RESOLVED THAT** the Constitution of the Faculty of UNCG be amended to read as indicated in the attached document.

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<sup>1</sup> Faculty Senate Action/Date: **Approved March 14, 2012**

Chancellor Action/Date: **Approved March 27, 2012**

General Faculty Action/Date: ***To be presented to the General Faculty on April 25, 2012***

Other Approvals: No further approvals required

Effective Date: Immediately following all required approvals.

Implementation of the Resolution: The Faculty Senate Office will collaborate with the Office of the Provost to notify affected persons/offices and coordinate the update of printed and electronic forms and publications.

# The Constitution of the Faculty The University of North Carolina at Greensboro

*(Approved by the Faculty Council, Spring Semester 1991)*

*(Revised by the General Faculty on the following dates: 3/2/94, 10/14/96, 1/21/98,  
3/10/99, 3/8/00, 3/14/01, 4/2/03)*

**Note: Please also consult the *Bylaws of the Constitution of the Faculty* for complete and accurate information related to faculty governance.**

## PREAMBLE

The Faculty of The University of North Carolina at Greensboro acknowledges the principle of faculty self-government and also recognizes the responsibility of the Faculty in the internal affairs of this institution. This Constitution establishes procedures whereby this responsibility shall be discharged.

## ARTICLE I: STATEMENT OF AUTHORITY

### SECTION 1. Authority

1. The responsibilities and procedures of faculty self-government established herein derive from *The Code* of the Board of Governors of The University of North Carolina and especially Section 502 D, charging the Chancellor, among other duties, to define the scope of authority of faculties, councils, committees and officers of the institution. All projects, programs and institutional reports undertaken on behalf of the institution are subject to the Chancellor's authorization and approval. This Constitution defines the scope of authority of faculties, councils, boards and committees of the governing faculty.
2. The ~~College of Arts and Sciences, each professional school and the library units~~ shall establish governance structures in accordance with the provisions of *The Code* of the Board of Governors of The University of North Carolina, the ~~APromotion, Tenure, Academic Freedom, and due Process Regulations~~ ~~Regulations on Academic Freedom, Tenure, and Due Process~~ of The University of North Carolina at Greensboro, ~~and~~ professional accreditation agencies and this Constitution.

### SECTION 2. Governing Bodies

1. This Constitution establishes the following governing bodies: The General Faculty, the Faculty Senate, and Boards and Committees of the General Faculty.
2. If any positions on the General Faculty, the Faculty Senate, boards and committees are not filled for any reason, these bodies may still function.

## ARTICLE II: THE GENERAL FACULTY

### SECTION 1. Functions

- (1) The General Faculty shall:
- (a) Hear and request reports and information from the Faculty Senate, the Faculty Assembly, the Chancellor or any member of the administration;
  - (b) Approve all promotion and tenure policies and regulations recommended by the Faculty Senate;
  - (c) Consider any matter relating to the welfare of The University of North Carolina at Greensboro or of the members thereof;
  - (d) Modify or rescind actions of the Faculty Senate in accordance with the provisions of this Constitution, Article II, Sections 5 and 6 and
  - (e) Amend ~~A~~The Constitution of the Faculty~~@~~ in accordance with the provisions in Article II, Sections 5 and 6 and Article V.
- (2) Actions of the General Faculty shall be forwarded to the Chancellor.

### SECTION 2. Membership

- (1) The voting members of the General Faculty shall consist of tenured and tenure-track faculty, faculty on leave, all full-time lecturers ~~and instructors~~, full-time clinical faculty, full-time academic professional faculty, the President of the University of North Carolina, the Chancellor, the Provost, all Vice Chancellors, and such other officials having responsibility for making and administering educational, research and student welfare policies as shall be approved by the Faculty Senate.
- (2) The nonvoting members of the General Faculty shall consist of faculty emeriti, visiting faculty, writers-in-residence, artists-in-residence, part-time faculty, adjunct faculty, and such other officials having responsibility for making and administering educational, research and student welfare policies as shall be approved by the Faculty Senate.
- (3) The official roster of the General Faculty shall be maintained in the Faculty Senate office and shall be open for inspection by any member of the University community.

**SECTION 3. Organization**

(1) The Chancellor shall convene the meetings of the General Faculty and shall make opening remarks. In the absence of the Chancellor, the Chair of the Faculty Senate shall convene the meetings. The Chair of the Faculty Senate shall preside over the business session of the General Faculty meetings.

(2) Secretary. The General Faculty shall elect a Secretary from its own membership to serve for a two-year term. It shall be the duty of the Secretary to record and to certify the minutes of all General Faculty meetings and to oversee the distribution of the agenda and the minutes of all General Faculty meetings.

(3) Parliamentarian. The Chair of the Faculty Senate shall appoint the Parliamentarian of the General Faculty.

**SECTION 4. Meetings**

(1) A meeting of the General Faculty shall be held whenever there is business that requires General Faculty action or consultation. Meetings may be called by the Chancellor, by the Chair of the Faculty Senate, or by a petition to the Secretary signed by at least twenty-five members of the General Faculty.

(2) Gallery privileges shall be extended to all members of the University community.

(3) The General Faculty, by majority vote of members present and voting, may grant speaking privileges to members of the gallery.

(4) The General Faculty may go into executive session at any meeting by a majority vote of members present and voting.

(5) An executive session shall consist of only voting members of the General Faculty as defined in Article II, Section 2, (1).

**SECTION 5. Agenda, Motions and Resolutions**

(1) The Chair of the Faculty Senate in consultation with the Chancellor, the Provost, the Chair-Elect of the Faculty Senate, and the Secretary of the General Faculty shall organize the agenda for each meeting.

(2) Items may be placed on the agenda by the Chancellor, by the Faculty Senate and by boards or committees of the General Faculty. Any member of the General Faculty may request that an item be placed on the agenda. The Chancellor shall have the right to address the General Faculty on such matters as the Chancellor deems appropriate.

(3) All proposals, motions or resolutions, in order to be included on the agenda, must be

submitted in writing to the Secretary of the General Faculty at least ten working days before the meeting at which they are to be introduced.

(4) Motions to modify or rescind Faculty Senate action may not be introduced from the floor. Other motions or resolutions proposing General Faculty action may be introduced from the floor without previous inclusion on the agenda only by consent of two-thirds of the members present and voting.

(5) The Secretary of the General Faculty shall post the agenda for each meeting on the University website, notify the voting members via email that the agenda has been posted, and circulate the agenda to the Senators, the Department Heads/Chairs, the Deans, and the University Librarian, at least five working days prior to the meeting. The Department Heads/Chairs shall make the agenda available to the members of their Departments.

## **SECTION 6. Voting**

(1) Only members of the General Faculty as defined in Article II, Section 2, (1) shall be entitled to vote at General Faculty meetings.

(2) A quorum of 135 members of the General Faculty is required for modifying or rescinding Faculty Senate action.

(3) A quorum of 45 members of the General Faculty is required for amending this Constitution.

(4) For all other action of the General Faculty a quorum shall consist of voting members present.

(5) A two-thirds majority of the members present and voting is required for modifying or rescinding Faculty Senate action and for amending this Constitution. All other questions before the General Faculty shall be decided by a majority of those present and voting.

(6) Voting shall ordinarily be *viva voce* but a standing vote may be ordered by the Chair in cases of doubt or when requested by any member of the voting membership of the General Faculty. A vote by secret written ballot may be requested.

## **SECTION 7. Bylaws**

(1) The General Faculty may adopt bylaws for the purpose of conducting its business. Such bylaws shall be in accordance with this Constitution.

(2) Bylaws adopted by the General Faculty may be amended by a majority vote of all eligible voters present and voting.

(3) In all cases not covered by this Constitution or the bylaws adopted by the General Faculty, the latest edition of *Robert's Rules of Order* shall be followed in the conduct of the business of the General Faculty.

**ARTICLE III: THE FACULTY SENATE**

**SECTION 1. Powers and Duties**

(1) The Senate shall exercise the legislative powers of the General Faculty.

(2) In addition, the Faculty Senate shall:

(a) determine what matters are to be delegated to other bodies established by this Constitution;

(b) provide for such standing and special committees of the General Faculty that the Senate may deem necessary;

(c) establish, review, evaluate and restructure the boards and committees of the General Faculty;

(d) act on reports and recommendations from the boards and committees of the General Faculty;

(e) approve the academic calendar for the University;

(f) promote high educational standards at the University;

(g) approve the minimum general University degree requirements;

(h) recommend the establishment or discontinuation of degrees;

(i) approve policies and regulations governing the conditions under which the instruction of students takes place;

(j) approve the academic honor policy;

(k) advise members of the administration regarding standards of admission to the University;

(l) recommend to the General Faculty for approval promotion and tenure policies and regulations;

(m) review policies and regulations pertaining to appointments, faculty development, teaching and research;

(n) make recommendations to the administration regarding faculty salaries and benefits;

(o) review and recommend policies governing continuing education, extension services ~~and~~

summer school, and distance learning;

(p) maintain and promote the welfare of all members of the University community;

(q) 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; and

(r) review the provisions of ~~A~~The Constitution of the Faculty@ at least every five years and make recommendations to the General Faculty and the Chancellor.

(3) Actions and resolutions of the Senate shall be forwarded to the Chancellor.

(4) The Senate may, at its own discretion, seek the advice and counsel of any member of the General Faculty.

## SECTION 2. Members

(1) Elected Members. Members of the General Faculty holding the rank of ~~p~~Professor, ~~a~~Associate ~~p~~Professor, or ~~a~~Assistant ~~p~~Professor and who are ~~m~~Members, ~~or associate Research m~~Members, ~~or Academic Professional Members~~ -of the Graduate Faculty, ~~and or are~~ professional librarians, are eligible for election to the Senate.

(2) The Senate shall consist of approximately thirty ~~five~~ six members elected as Senators of the electoral divisions defined below and apportioned among them in the same ratio as the number of voting members of the faculty in each electoral division to the number of voting members of the faculty in the University. ~~The~~ No electoral unit shall have fewer than 1 Senator, otherwise the number of Senators for each electoral division shall be established according to the following procedure:

(a) An apportionment factor shall be computed by dividing the total number of voting members of the General Faculty into the number thirty ~~five~~ six. The factor shall then be rounded to three decimal places.

(b) The number of Senators from each electoral division shall be computed by first multiplying the number of voting members in each electoral division by the apportionment factor. The product shall be rounded to the nearest integer; if the product should round to one or less, an adjustment shall be made to ~~two~~ one.

(c) The total number of voting members of the General Faculty used in the calculations shall be based on the number of voting faculty employed by the University at the beginning of the fall semester.

(3) The electoral divisions are:

(a) the College of Arts and Sciences,

(b) the Joseph M. Bryan School of Business and Economics,

(c) the School of Education,

(d) the School of Health and Human ~~Performance~~ Sciences,

~~(e) the School of Human Environmental Sciences,~~

(e) the School of Music, Theatre & Dance

~~(f) the School of Music,~~

~~(g) the School of Nursing, and~~

~~(g) the Jackson Library University Libraries, and~~

(h) the Joint School of Nanoscience and Nanoengineering.

(4) Departments and other units with faculty appointments that are not designated in an electoral division above shall be assigned to an appropriate division by the Faculty Senate.

(5) At least every five years the Faculty Senate shall adjust the apportionment factor according to the procedure described in Article III, Section 2, (2), (a-c). If necessary, the Faculty Senate shall adjust the terms of some Senators to be elected as Senators in those years to one or two years so that approximately one-third of the Senate shall be elected each year.

(6) The nonvoting members of the Faculty Senate shall consist of the Provost, the immediate past Chair of the Senate, all Vice Chancellors, the Dean of the Graduate School, Dean of Undergraduate Studies, the Associate Provost for Research, a representative from the Deans Council, the head of the Faculty Assembly delegation, the Chair of the Staff ~~Council~~ Senate or the Chair=s designee, two graduate students appointed by the President of the University Graduate Student Association and two undergraduate students appointed by the President of the Student Government.

### SECTION 3. Officers

(1) Chair.

The Chair shall be a tenured member of the Faculty and shall preside over the Faculty Senate. The Chair of the Senate shall represent the General Faculty at all meetings of the Board of Trustees. The

Chair shall serve a one-year term.

(2) Chair-Elect.

The Senate shall elect a Chair-Elect of the Senate who shall succeed the Chair upon expiration of the Chair's term. The term of the Senator elected Chair-Elect shall automatically be extended, if necessary, so that the Chair-Elect may succeed to the Chair of the Faculty Senate. The seat vacated by the Chair-Elect upon elevation to the office of Chair shall be filled according to Article III, Section 6, (2). The Chair-Elect shall perform the duties of the Chair in the absence of the Chair. The Chair-Elect shall be a tenured member of the faculty. Should the Chair-Elect be unable or unwilling to serve out his or her term, then the Chair shall inform the Senate of this fact, and the Senate shall elect a replacement for the Chair-Elect at its next meeting. In this event, the new Chair-Elect shall succeed the Chair upon the expiration of the Chair's term.

(3) Secretary.

The Senate shall elect a Secretary from its membership for a one-year term. The Secretary may be re-elected. The Secretary shall record and oversee the distribution of the minutes. The Secretary shall maintain an accurate set of Faculty Senate Bylaws.

(4) Parliamentarian.

The Chair of the Faculty Senate shall appoint the Parliamentarian of the Faculty Senate. The Parliamentarian shall be a nonvoting officer of the Faculty Senate.

#### **SECTION 4. Election of Senators**

(1) Each electoral division shall establish written procedures for electing their Senators, conducting the elections and announcing the results.

(2) Voting members of the General Faculty are eligible to vote for Senators.

#### **SECTION 5. Terms of Senators**

(1) The normal term of service for members of the Faculty Senate shall be three years and shall begin on July 1 and end on June 30.

(2) Approximately one-third of the Faculty Senate shall be elected each year.

(3) A member of the Senate may serve two consecutive terms.

(4) A member of the Senate who has served two consecutive terms shall be ineligible for Senate membership until one year following the last term of office shall have elapsed.

(5) A member appointed to fill an unexpired term shall be eligible to be nominated for a full term.

## SECTION 6. Vacancies

(1) If a person elected to a position or office under this Constitution should temporarily or permanently withdraw from that office or position, the vacancy may be filled by an appointment to continue until the said member resumes the position or office or until the term has expired. The Senate shall make such appointments, by majority vote of the Senate, for persons elected by the General Faculty or the Senate, except for the Chair of the Senate, who shall be replaced by the Chair-Elect. The electoral divisions shall make such appointments for persons elected by that electoral division.

~~(2) If a person elected to a position or office under this Constitution shall permanently withdraw from that position or office, the vacancy may be filled by an appointment to continue until the expiration of the term of the person who has withdrawn from that position or office. The Senate shall make such appointments for persons elected by the General Faculty or the Senate, by vote of the Senate, except for the Chair of the Senate, who shall be replaced by the Chair-Elect. The electoral divisions shall make such appointments for persons elected by that electoral division.~~

~~(2)~~ (3) Any person appointed by the Senate or an electoral division to fill a vacancy, temporary or permanent, on the Senate or an elected board or committee is eligible to be nominated for a full term when the next regular election is held.

## SECTION 7. Meetings

(1) The Faculty Senate shall schedule a regular monthly meeting. However, if no agenda items are submitted, then the Chair of the Faculty Senate may cancel the regular monthly meeting.

(2) All members of the General Faculty shall have the right to attend and speak at Faculty Senate meetings.

(3) Gallery privileges shall be extended to all other members of the University community.

(4) The Faculty Senate may grant speaking privileges to members of the gallery.

(5) The Faculty Senate may go into executive session at any meeting by a majority vote of Senators present and voting.

(6) An executive session shall consist of the Senators, the nonvoting members of the Senate and other members of the General Faculty present who are eligible for election to the Senate.

**SECTION 8. Agenda**

- (1) The Chair of the Faculty Senate shall prepare the agenda in consultation with the Chancellor, the Provost, the Chair-Elect and the Secretary of the Faculty Senate.
- (2) Any member of the Senate may request that an item be placed on the agenda by submitting a written request to the Secretary of the Senate at least ten working days in advance of the meeting.
- (3) The agenda for all Senate meetings shall be circulated to the Senators, the Deans, and the University Librarian, and posted on the University website, at least five working days in advance of the meeting.
- (4) The agenda shall be followed unless set aside by consent of two-thirds of the Senators present and voting.

**SECTION 9. Voting**

- (1) Only elected members of the Faculty Senate as defined in Article III, Section 2, ~~(4)~~ shall be entitled to vote at Faculty Senate meetings.
- (2) Unless otherwise specifically provided, all questions put to the Faculty Senate shall be decided by majority vote of those voting. Voting shall ordinarily be viva voce but a standing vote may be ordered by the Chair in cases of doubt or when requested by any member of the Faculty Senate. A vote by secret written ballot may be requested.

**SECTION 10. Minutes**

- (1) The minutes of Faculty Senate meetings shall contain the essence of all viewpoints expressed and a report of actions rejected as well as actions approved, with a record of the vote when a count is made.
- (2) The minutes will be distributed after each meeting as an attachment to the subsequent agenda. Corrections of the minutes of each meeting shall be included in the minutes of the next regular meeting of the Senate.
- (3) The Secretary shall ensure that an official file of the minutes of Senate meetings is maintained in the Faculty Senate Office.
- (4) The Secretary shall ensure the deposit of the Senate records in the University Archives.

**SECTION 11. Committees of the Faculty Senate**

- (1) The Faculty Senate shall establish standing and special committees that it deems necessary or

useful for the effective and expeditious conduct of its business.

(2) Committees of the Faculty Senate shall consist of members of the Senate. Senators may not serve on more than one elected committee of the Senate.

(3) Committee members may be either elected or appointed, as well as re-elected or re-appointed.

(4) Each Senate committee shall develop and submit in writing to the Faculty Senate for approval rules and procedures for conducting the business of the committee.

(5) All Senate committee assignments begin on July 1 and end on June 30.

## **SECTION 12. Committee on Promotions and Tenure**

(1) The Committee on Promotions and Tenure shall be a committee of the Senate.

(2) The Committee on Promotions and Tenure shall consist of the Chair of the Faculty Senate and six Senators.

(3) The six Senators on the committee must be tenured.

(4) The six Senators shall be elected to the Committee on Promotions and Tenure by ~~the~~ **majority vote of the Senate** ~~Senators~~. If an elected member of the Promotions and Tenure Committee resigns or is unable to serve on the committee, the Chair of the Faculty Senate shall consult with the Provost and appoint a tenured Senator as a replacement. No department may have more than one member on the committee at the same time, with the exception of the Chair of the Faculty Senate.

(5) Each elected member of the Committee on Promotions and Tenure shall serve for the full duration of a two-year term. The terms will be staggered, one-half being filled each year. No member may be elected to successive terms on the committee.

(6) The Chair of the Faculty Senate shall serve as the chair of the Committee on Promotions and Tenure and shall be a voting member of the committee.

(7) No faculty member who is a candidate for promotion may be a member of the Committee on Promotions and Tenure during the year of candidacy.

(8) The Committee on Promotions and Tenure shall have the following duties and responsibilities:

(a) The major purpose of the committee is to provide faculty counsel to the Chancellor in

accord with the [University Promotions and Tenure Guidelines](#) (Section II, Part B). No member of the Committee on Promotions and Tenure may be present during the discussion of or vote on a tenure or promotion decision involving a candidate from the committee member's academic ~~unit~~ [department](#) or a candidate reviewed by the committee member for tenure or promotion at a lower ~~evaluative~~ [level of evaluation](#). (The academic [department](#) ~~unit~~ is that unit responsible for forwarding the initial recommendation for promotion and tenure.)

(b) For those cases considered by the Committee on Promotions and Tenure in accordance with the [University Promotions and Tenure Guidelines](#) (Section II, Part B), a report shall be sent directly to the Chancellor.

(c) After the committee has reported to the Chancellor, the Chancellor shall call a meeting of the committee to obtain its counsel.

(d) The Chancellor's decision on candidates reviewed by the committee in accordance with the [University Promotions and Tenure Guidelines](#) (Section II, Part B) shall be shared with the committee, and they shall have an opportunity to comment before the decision becomes final. But in any case in which there is a negative decision by the Chancellor, this decision shall be shared with the committee, and they shall have an opportunity to review the case and convey their comments to the Chancellor before the decision becomes final.

(e) All meetings of the Committee on Promotions and Tenure shall be in executive session.

(f) The committee will review promotion and tenure policies and procedures yearly and will recommend modifications and changes in committee function and guidelines to the Faculty Senate.

(g) The Senate will provide opportunities for General Faculty review on all proposed modifications and changes before making recommendations to the General Faculty for approval.

### **SECTION 13. Senate Bylaws Committee**

(1) The Senate Bylaws Committee shall consist of at least three members of the Senate appointed by the Chair.

(2) The Chair of the Senate shall appoint the chair of the committee.

(3) The committee shall recommend to the Senate for its approval procedures for conducting its business.

(4) The committee shall maintain an accurate record of the Senate Bylaws.

**SECTION 14. Bylaws**

- (1) The Faculty Senate shall adopt bylaws for the purpose of conducting its business. Such bylaws shall be in accordance with this Constitution.
- (2) The Senate Bylaws may be amended by a majority vote of Senators present and voting.
- (3) Any member of the University community may review the Senate Bylaws.
- (4) In all cases not covered by this Constitution or by the bylaws adopted by the Faculty Senate, the procedure in the latest edition of *Robert's Rules of Order* shall be followed.

**ARTICLE IV****BOARDS AND COMMITTEES OF THE GENERAL FACULTY****SECTION 1. Composition**

All boards and committees shall be composed of members of the General Faculty and, where appropriate, students and other University employees subject to or exempt from the State Personnel Act.

**SECTION 2. Structure and Operation**

- (1) The Senate, pursuant to the General Statutes of North Carolina, *The Code* of the Board of Governors of The University of North Carolina, the *Code of the Board of Trustees of The University of North Carolina at Greensboro* and the Chancellor, shall establish appropriate faculty hearings and grievance committees of the General Faculty. These committees shall submit to the Senate, for its information only, summary annual reports and when pertinent, interim reports. These reports shall adhere to rules of confidentiality imposed by law and *The Code* of the Board of Governors of The University of North Carolina.
- (2) The Senate, pursuant to the *Charter of the Faculty Assembly of The University of North Carolina*, shall establish the procedure for electing the delegates and alternates of The University of North Carolina at Greensboro to the Faculty Assembly of The University of North Carolina. Reports from this delegation shall be submitted to the Faculty Senate.
- (3) Consistent with the powers and duties enumerated in Article III, Section 1 (2), all other boards and committees shall report to the Faculty Senate for action and shall submit annual reports to the Senate.
- (4) Each board and committee shall develop rules and procedures for conducting its business. These rules and procedures shall be approved by the Senate. Subject to approval by the Senate, boards and committees may modify their charges and rules and procedures when necessary.

(5) No member of the General Faculty shall be nominated for nor hold more than one elective office including election to the Faculty Senate or to membership on a board or committee, except as indicated in Article IV, Section 2 (7).

(6) Persons holding either elected or appointed membership on a board or a committee may serve two consecutive terms. They may not be re-elected or re-appointed to the same committee until one year after the expiration of their current term, except as indicated in Article IV, Section 2 (7).

(7) Article IV, Section 2 (5) and (6) do not apply to membership on a committee held by virtue of being chair of a committee within an electoral division.

(8) No faculty member shall serve as an appointed member on more than two committees at a time except for reasons of special competence.

(9) Vacancies on appointed committees shall be filled according to rules established by the respective units.

(10) Each board and committee is empowered to appoint *ad hoc* committees, special committees and sub-committees to conduct assignments relevant to its work.

(11) All members of the boards and committees shall have the right to vote unless specified otherwise.

(12) Election and appointments to all boards and committees shall be made no later than the last regular meeting of the Faculty Senate in the spring semester. All assignments begin on July 1 and end on June 30.

### **SECTION 3. Evaluation**

(1) The Senate shall establish written procedures for the review and evaluation of all boards and committees of the General Faculty.

(2) As necessary, the Chair of the Senate, in consultation with the Chair-Elect and the Provost, shall appoint an *ad hoc* committee of the Senate to conduct a review of boards and committees.

(3) In its review and evaluation, the Senate may, together with the office, administrator or agency to be advised, terminate, consolidate, restructure, expand or create boards and committees.

(4) The reviews and evaluations shall be available for review by any member of the University community.

## **ARTICLE V**

**AMENDMENTS TO THIS CONSTITUTION**

Amendments to The Constitution of the Faculty@ shall be submitted to the General Faculty after such amendments have been reviewed and approved by the Faculty Senate. Any member of the General Faculty may submit amendments to the Faculty Senate. The Chair of the Faculty Senate shall forward all amendments to the appropriate committee for review and recommendations. The Faculty Senate shall submit to the General Faculty all amendments, together with the Senate's recommendations and rationale, for the General Faculty's debate and action. The General Faculty may act on amendments at the General Faculty meeting in which they are introduced provided that a copy of the amendment shall have been circulated to the Senators, the Department Heads/Chairs, the Deans, and the University Librarian, and posted on the University website with notification via email to the voting members of the posting. This process of circulation, posting, and notification must occur at least seven calendar days prior to the General Faculty meeting. The Department Heads/Chairs shall make a copy of the amendment available to the members of their Departments. Amendments must receive the approval of two-thirds of the required quorum of the General Faculty members present and voting. The Secretary of the General Faculty shall forward all amendments to the Chancellor for approval.

## PLEASE NOTE

The following four (4) Resolutions (Enclosures D, E, F, and G) presented by the Faculty Government Committee refer to the *UNCG Promotion, Tenure, Academic Freedom, and Due Process Regulations (The Regulations)*.

Proposed changes affect pages 8 and 12, which have been excerpted from *The Regulations* and included in this agenda packet following the last referenced Resolution.

The full text of *The Regulations* (without the changes incorporated) can be located on the Provost's website:  
<http://provost.uncg.edu/documents/personnel/tenure.pdf>

**University of North Carolina at Greensboro  
General Faculty**

*Resolution #GF042512-02<sup>2</sup>*

**To Revise the UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations*  
to Clarify Section 3.E.iii.b. Regarding Review for Promotion to Professor**

*Submitted by the Faculty Government Committee  
Bruce K. Kirchoff, Chair*

**WHEREAS**, Section 3.E.iii.b. of the current UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations* (The Regulations) states:

If requested by the candidate, the department must conduct a formal review for promotion beginning no later than August 1 of the seventh year following conferral of tenure, and

**WHEREAS**, this text could be interpreted to state that the candidate's request for review for promotion to Professor at any time prior to August 1<sup>st</sup> of the seventh year following conferral of tenure must be honored, and

**WHEREAS**, the intent of Section 3.E.iii.b is to prohibit a department from endlessly postponing review of a faculty member for promotion to Professor, not to give the candidate the right to request review immediately after he or she has been granted tenure, and

**WHEREAS**, the Faculty Senate gave its approval on April 18, 2012, therefore

**BE IT RESOLVED**, that the first sentence of Section 3.E.iii.b of *The Regulations* be revised to read as follows:

If review is requested by the candidate, the department may not delay the beginning of formal review for promotion beyond August 1 of the seventh year following conferral of tenure.

The full text of the new Section 3.E.iii.b is reproduced below (*see page 8 of The Regulations*):

**3.E.iii.b. If review is requested by the candidate, the department may not delay the beginning of formal review for promotion beyond August 1 of the seventh year following conferral of tenure.** The candidate shall write to the department head requesting review for promotion no later than the preceding March 1, and the department shall follow the procedures described in section 4. The department head shall acknowledge the candidate's request in writing, with a copy to the dean and provost. This is not a mandatory review in that a candidate may choose not to request review. A decision not to request review does not preclude a candidate from choosing to be reviewed in any subsequent year.

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<sup>2</sup> Faculty Senate Action/Date: **Approved on April 18, 2012**

Chancellor Action/Date: **Approved**

Other Actions: ***To be presented to the General Faculty on April 25, 2012***

Additional approvals required by the UNCG Board of Trustees and the UNC President/Board of Governors.

Effective Date: Immediately following all required approvals.

Implementation of the Resolution: The Faculty Senate Office will collaborate with the Office of the Provost to notify affected persons/offices and coordinate the update of printed and electronic forms and publications.

**University of North Carolina at Greensboro  
General Faculty**

*Resolution #GF042512-03<sup>3</sup>*

**To Revise the UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations* to Clarify the Conditions Under Which a Candidate for Promotion to Professor May Next Request Review After an Unsuccessful Bid**

*Submitted by Faculty Government Committee  
Bruce K. Kirchoff, Chair*

**WHEREAS**, Section 3.E.iii.c. of the current UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations (The Regulations)* allows Associate Professors who are unsuccessful in their bid to be promoted to Professor to next request a review during the third year of service following notice of their unsuccessful bid, and

**WHEREAS**, Section 4.A.iii. in combination with Footnote 6 currently defines an unsuccessful bid as a negative decision by the Chancellor, and

**WHEREAS**, Section 3.E.iii.b. of the current *Regulations* allows a candidate for Promotion to Professor to request review for Promotion no later than August 1 of their 7th year following the conferral of tenure, regardless of whether he or she may have withdrawn his or her portfolio from review in any previous year, provided that there has not been a negative decision by the Chancellor, and

**WHEREAS**, it is desirable that candidates who have withdrawn their portfolio after a negative recommendation at the unit or university levels face the same waiting period as those who have been denied promotion by the Chancellor, and

**WHEREAS**, the Faculty Senate gave its approval on April 18, 2012, therefore

**BE IT RESOLVED**, that the phrase “**or if the candidate withdraws his or her portfolio after a negative recommendation at the unit or university levels**” be added to Section 3.E.iii.c as follows (*see page 8 of The Regulations*):

**3.E.iii.c.** If a review of an Associate Professor for promotion to Professor is unsuccessful, **or if the candidate withdraws his or her portfolio after an negative recommendation at the unit or university levels**, the candidate may next request a review during the third year of service following notice of their unsuccessful bid, by writing to his or her department head as described in 3.E.iii.b. The review will begin no later than August 1<sup>st</sup> of the following year (the fourth year following notice of his or her unsuccessful bid **or withdrawal**). This is not a mandatory review in that a candidate may choose not to request review. A decision not to request review does not preclude a candidate from choosing to be reviewed in any subsequent year. The department may, of course, recommend the candidate for promotion earlier, as specified in 3.E.iii.a.

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<sup>3</sup> Faculty Senate Action/Date: **Approved on April 18, 2012**

Chancellor Action/Date: **Approved**

General Faculty Action/Date: **To be presented to the General Faculty on April 25, 2012**

Other Approvals: Approval required by the UNCG Board of Trustees and the UNC President/Board of Governors.

Effective Date: Immediately following all required approvals.

Implementation of the Resolution: The Faculty Senate Office will collaborate with the Office of the Provost to notify affected persons/offices and coordinate the update of printed and electronic forms and publications.

**University of North Carolina at Greensboro  
General Faculty**

*Resolution #GF042512-04<sup>4</sup>*

**To Revise the UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations*  
to Revise the Manner in Which Dissenting Opinions are Determined**

*Submitted by the Faculty Government Committee  
Bruce K. Kirchoff, Chair*

**WHEREAS**, Section 4.B.i.h. of the current UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations (The Regulations)* states:

In cases where the recommended action of the department is not supported by a unanimous vote of the faculty senior to the candidate, the faculty member(s) who did not vote in accordance with the recommended action may, at their discretion, include a signed statement in the candidate's portfolio explaining their vote and the reasons why they feel that the recommended action should not be upheld, and

**WHEREAS**, Section 4.B.i.a. (2) of *The Regulations* also mandates that the written summary of the faculty deliberations meeting include a fair presentation of both majority and minority opinions, and

**WHEREAS**, if a majority of the faculty vote against promotion and/or tenure for the candidate, then the nature of the recommended action referred to in section 4.B.i.h. cannot be known until after the Head has decided upon his or her recommendation, thereby delaying the preparation of dissenting opinion(s), if any, and

**WHEREAS**, the *attached table* explains the consequences of changing the policy for determining the minority from one based on the recommended action (RA) to one based solely on the majority vote of the faculty members senior to the candidate, and

**WHEREAS**, the Faculty Senate gave its approval on April 18, 2012, therefore

**BE IT RESOLVED**, that Section 4.B.i.h. of *The Regulations* be revised to read as follows (*see page 12 of The Regulations*):

4.B.i.h Right of faculty members to express dissenting opinions

In cases where the majority vote of the department faculty senior<sup>5</sup> to the candidate is not unanimous, the **assembled**<sup>6</sup> faculty member(s) who did not vote in accordance with the majority may, at their individual discretion, include a single signed statement in the candidate's portfolio explaining their vote.

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<sup>4</sup> Faculty Senate Action/Date: **Approved on April 18, 2012**

Chancellor Action/Date: **Approved**

General Faculty Action/Date: **To be presented on April 25, 2012**

Additional approvals: Required by the UNCG Board of Trustees and the UNC President/Board of Governors.

Effective Date: Immediately following all required approvals.

Implementation of the Resolution: The Faculty Senate Office will collaborate with the Office of the Provost to notify affected persons/offices and coordinate the update of printed and electronic forms and publications.

<sup>5</sup> Associate Professors and Professors are senior to Assistant Professors. Professors are senior to Associate Professors.

Consequently, only Professors may evaluate, or vote on the promotion of Associate Professors to the rank of Professor.

<sup>6</sup> **"Assembling (or Assembled)" refers to the actual physical presence of the tenured faculty. However, if there are extenuating circumstances that prevent a particular tenured faculty member from being physically present, then that faculty member may participate by real-time electronic means, such as speaker phone or video conference, with prior approval of the Dean. Such use of electronic means for participation during the deliberation process does not modify any other requirements for the vote.**

The table on this page makes several assumptions.

1. The chair of the committee votes with the majority - this may not be true

2. The chair does not adequately summarize the minority opinion, as is required by The Regulations

Note: Failure to summarize the minority opinion would be a procedural violation, and would allow the candidate to grieve the process.

Red text shows the proposed reference for defining the minority.

Some Comments:	<p>The current policy defines minority in terms of the recommended action (RA). This is a meaningful definition from a policy perspective as it allows faculty who disagree with the action of the department to express their opinions. However it raises some problems, most notable of which is the condition in which the majority of the faculty oppose promotion but the department head supports it. In this case, the RA is to support the candidate, and the summary written by faculty will be mostly negative, as the majority of faculty opposed the candidate. In addition to this largely negative summary, the current regulations allow a dissenting opinion by the same majority faculty (because they disagree with the RA). - The proposed change fixes this problem by defining minority with reference to how the faculty votes, not with reference to the RA. This removes the problem, but creates one case in which the minority letter will be supportive of the RA (pink box). - The proposed policy also removes problems with the timing of the submission of the dossier to the unit. These problems can occur when the faculty votes against the candidate, while the head supports him/her. In these cases the RA is not know until after the head reaches his/her decision, and the faculty who voted against the candidate will not know that they are in the minority until that time, thus delaying the preparation of their dissenting letter (if any).</p>							
	<b>Proposed Change = minority view defined relative to vote of faculty (not RA)</b>							
	<b>Head Supports Promotion</b>				<b>Head Opposes Promotion</b>			
<b>Majority Faculty Vote</b>	<b>Faculty supports promotion</b>		<b>Faculty against promotion</b>		<b>Faculty supports promotion</b>		<b>Faculty against promotion</b>	
<b>Departmental Recommended Action (RA)</b>	<b>to promote</b>		<b>to promote</b>		<b>to promote</b>		<b>oppose promotion</b>	
Faculty vote unanimous?	yes	no	yes	no	yes	no	yes	no
Chair's one-sided summary emphasizes	to promote	to promote	oppose promotion	oppose promotion	to promote	to promote	oppose promotion	oppose promotion
Minority letter possible	no	yes	no	yes	no	yes	no	yes
Nature of minority letter	no minority	oppose promotion	no minority	<b>to promote</b>	no minority	oppose promotion	no minority	to promote

**University of North Carolina at Greensboro  
General Faculty**

*Resolution #GF042512-05<sup>7</sup>*

**To Revise the UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations* to Clarify the Role of Associate Professors on Unit Promotion and Tenure Committees<sup>8</sup>**

*Submitted by Faculty Government Committee  
Bruce K. Kirchoff, Chair*

**WHEREAS**, Section 4.B.ii.a. of the current UNCG *Promotion, Tenure, Academic Freedom, and Due Process Regulations (The Regulations)* allows Associate Professors who serve on unit promotion and tenure committees to vote on the promotion of Professors, and

**WHEREAS**, the promotion and tenure committee in some units is constituted to be a committee of the whole, consisting of all tenured faculty members in the unit, and

**WHEREAS**, it is *inadvisable to prohibit* Associate Professors from voting on the promotion of a candidate to Professor at the department level (see *The Regulations*, Section 4.B.i.a) while allowing the same Associate Professors to vote at the unit level, and

**WHEREAS**, in other units the unit committee is constituted or administered so as to prevent this occurrence (meaning that *The Regulations* as they now stand serve these units well), and

**WHEREAS**, the Faculty Senate gave its approval on April 18, 2012, therefore

**BE IT RESOLVED**, that a new footnote (*footnote 12*) whose text is reproduced below, be added to Section 4.B.ii.a, at the end of the phrase, “counting the votes,” and that all subsequent footnotes be renumbered in accordance with this change (see *page 12 of The Regulations*)

**New footnote 12**

If the unit committee consists of both Associate Professors and Professors, the units may (but need not), at their discretion, restrict the unit committee members who can vote on the promotion of Associate Professors to Professor, to the Professors who serve on the unit committee. Assistant Professors are not permitted to serve on unit promotion and tenure committees.

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<sup>7</sup> Faculty Senate Action/Date: **Approved on April 18, 2012**

Chancellor Action/Date: **Approved**

General Faculty Action/Date: **To be presented on April 25, 2012**

Other Approvals: UNCG Board of Trustees and the UNC President/Board of Governors

Effective Date: Immediately following all required approvals.

Implementation of the Resolution: The Faculty Senate Office shall collaborate with the Office of the Provost to notify affected persons/offices and coordinate the update of printed and electronic forms and publications.

<sup>8</sup> This Resolution prepared at the behest of the School of Nursing

3.E.iii. Review for Promotion to Professor

3.E.iii.a. The department head, or a majority of the Professors among the department faculty, may recommend a tenured Associate Professor for promotion to Professor at any time.

3.E.iii.b. If review is requested by the candidate, the department must conduct may not delay the beginning of a formal review for promotion beginning no later than beyond August 1 of the seventh year following conferral of tenure. The candidate shall write to the department head requesting review for promotion no later than the preceding March 1, and the department shall follow the procedures described in section 4. The department head shall acknowledge the candidate's request in writing, with a copy to the dean and provost. This is not a mandatory review in that a candidate may choose not to request review. A decision not to request review does not preclude a candidate from choosing to be reviewed in any subsequent year.

3.E.iii.c. If a review of an Associate Professor for promotion to Professor is unsuccessful, or if the candidate withdraws his or her portfolio after a negative recommendation at the unit or university levels (see 4.A.iii). the candidate may next request a review during the third year of service following notice of their unsuccessful bid or withdrawal, by writing to his or her department head as described in 3.E.iii.b. The review will begin no later than August 1<sup>st</sup> of the following year (the fourth year following notice of his or her unsuccessful bid, or withdrawal). This is not a mandatory review in that a candidate may choose not to request review. A decision not to request review does not preclude a candidate from choosing to be reviewed in any subsequent year. The department may, of course, recommend the candidate for promotion earlier, as specified in 3.E.iii.a.

3.F. Appointment and Review of Professors

3.F.i. A Professor promoted to that rank within this institution shall have tenure.

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.a. In cases where a Professor is being considered for hire with tenure, the tenured faculty of all ranks, including the department head, of the hiring department will deliberate and vote on whether to recommend the granting of tenure to the candidate for the position in question. The departmental recommendation will be forwarded to the dean, who will forward it to the provost and the chancellor for action.

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.

3.G. Resignation and Retirement

3.G.i. A faculty member shall give prompt written notice of resignation, with its effective date, to his or her department head with a copy to the dean, who will inform the provost.

3.G.ii. Consistent with *section 606 of The Code of The Board of Governors of the University of North Carolina*, each member of the faculty may retire in accordance with the provisions of *Chapter 135 of the North Carolina General Statutes* or in accordance with the provisions of UNCG's *Phased Retirement Program*.

**4. Procedures with Regard to Promotion, and Tenure**

4.A. Sequence of review

4.A.i. Except as provided in section 4.A.ii., below, all recommendations will move through all stages of review to the chancellor, regardless of negative reviews or recommendations against approval the portfolio may have received at various stages in the process.

4.A.ii. Nominations receiving all positive or all negative reviews by the department faculty, the department head, the unit's Committee on Promotions and Tenure, and the dean will not normally be reviewed by the University Committee on Promotions and Tenure; however, the provost may require that any nomination be reviewed by this committee.

4.A.iii. The candidate may, at his or her discretion, withdraw his or her portfolio from consideration at any stage of review before it is submitted to the chancellor for a final decision.<sup>6</sup>

4.B. Procedures

4.B.i. Departmental review

4.B.i.a. In all instances where a candidate is reviewed for reappointment, promotion and/or tenure, the candidate's department head, after assembling<sup>7</sup> and consulting with the tenured members of the department faculty senior<sup>4,8</sup> to the candidate in rank and receiving a summary of their independent deliberation and vote, shall notify the candidate of the department's recommendation (see 4.B.i.b.).

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<sup>6</sup> No decision has been rendered when a portfolio is withdrawn before it is submitted to the chancellor. The actions of the department, unit and university committees are merely recommendations. All decisions are made by the chancellor. In this sense, this provision might be interpreted as allowing a candidate more than one attempt at tenure. However, if a candidate withdraws his or her portfolio during the penultimate year of his or her probationary term, his or her employment will end at the conclusion of that term. Withdrawal of a candidate's portfolio during a review for promotion that does not involve tenure, has no adverse consequences for the candidate.

<sup>7</sup> "Assembling" refers to the actual physical presence of the tenured faculty. However, if there are extenuating circumstances that prevent a particular tenured faculty member from being physically present, then that faculty member may participate by real-time electronic means, such as speaker phone or video conference, with prior approval of the Dean. Such use of electronic means for participation during the deliberation process does not modify any other requirements for the vote.

<sup>8</sup> In the case of Professors appointed to probationary terms, the faculty members eligible to vote are tenured Professors.