

Appalachian State University
Faculty Senate Agenda
February 11, 2008, 3:15 p.m.

William C. Strickland Conference Room - 224 I.G. Greer

NOTE: All Faculty Senate meetings are being recorded.

I. Announcements

A. Welcome and Introduction of Faculty Senators and Visitors.

B. Chancellor's Advisory Committee meetings scheduled for 3:00 pm on Monday, March 31 and April 21, Chancellor's Conference Room, 4th floor, B.B. Dougherty Building. The Chancellor's Advisory Committee acts as an informal advisory committee on behalf of the faculty to provide information and discuss matters of faculty interest and concern with the Chancellor.

The Chancellor's Advisory Committee meets four times each academic year, twice each semester. The membership consists of the chair and vice chair of the Faculty Senate; two standing committee chairs; each standing committee chair attends at least once each academic year; and four or five senators will attend one of the meetings so that each senator, other than chair, vice chair, and standing committee chairs, attends once throughout the academic year.

C. Chancellor Peacock will be attending the March 3, 2008 Faculty Senate meeting.

D. Agenda Committee meetings scheduled for Wednesday, March 26 and Wednesday, April 16 (for April 28 meeting) at 3:00 pm in William Strickland Conference Room 224 I. G. Greer.

E. Election Report, Senator Marland.

II. Visitors Reports

III. Minutes

A. Approval of January 14, 2008 Faculty Senate Minutes.

Available online at:

<http://www.acs.appstate.edu/orgs/facsen/Minutes/FacultySenateMinutesJanuary142008.htm>

IV. Provost's Report

- V. Committee Reports (Chairs' Name in capital letters)
 - A. Academic Policies (ARNOLD, Butts, LAMBERT, Stallworth)

No Report.
 - B. Agenda Committee (MARKING, Butts, Marland, Scherlen)

No Report.
 - C. Budget Committee (STRAZICICH, Malloy, McBride, Price, Werts)

No Report.
 - D. Campus Planning Committee (W. WILLIAMS, Mitchem, Rardin, Tiller)

No Report.
 - E. Committee on Committees (MAMLIN, Marland, Ramey, B. Williams)
 - 1. A motion to approve Dr. Brian Raichle (TEC) as a faculty advisor for the Renewable Energy Initiative.
 - 2. A motion to approve Dr. Rob Sanders (LES) as a Faculty Senate replacement for Senator Werts for Spring 2008.
 - 3. Committee on Committees was charged with:
 - a. Clarifying where committees are elected/appointed.
 - b. Clarify how numbers of committee members are counted.
 - c. Changing terms of committees so that they are all three years (two have two-year terms currently).
 - d. Add roles to some Senate committees to serve as liaisons to university committees.
 - e. Clarify who convenes university committees.
 - f. Clarify when ex-officio members are voting/not on a couple of committees; clarify that in general ex officio members do not vote, but that there may be exceptions on particular committees.
 - 4. Committee on Committee Proposals.

Proposal #1

A motion to clarify that members of the Faculty Due Process Committee, the Faculty Grievance Committee, and the Faculty Grievance Assistance Committee are elected rather than appointed. The proposed motion recommends electing faculty rather than appointing them, eliminating item **a** under Section 7.2.6 so as not to conflict with Section 3.9.2.1.

3.9.2 Composition of Committees

3.9.2.1 The quality and credibility of University dispute resolution procedures are enhanced by the participation of faculty committees. That members of both the Faculty Due Process Committee and the Faculty Grievance Committee are elected by colleagues rather than appointed signifying a collegial approach to resolving disputes.

Current:

7.2.6 COMMITTEE ON COMMITTEES

a. nominates candidates to serve full terms on the Faculty Due Process Committee, the Faculty Grievance Committee, and the Faculty Grievance Assistance Committee. These nominations are presented at the spring University-wide nominations meeting, at which time additional nominations may be received from the floor; (See Section V., Elections Procedures of the *Faculty Senate Guidebook and Manual of Order.*)

Proposed:

~~a. nominates candidates to serve full terms on the Faculty Due Process Committee, the Faculty Grievance Committee, and the Faculty Grievance Assistance Committee. These nominations are presented at the spring University-wide nominations meeting, at which time additional nominations may be received from the floor; (See Section V., Elections Procedures of the *Faculty Senate Guidebook and Manual of Order.*)~~

Proposal #2

A motion to clarify how the number of committee members is counted.

Current:

7.3.2.2 Their membership shall be made up of faculty members, administrative officers, students, and staff members. Any committee is empowered to invite for counsel and advice from other members of the University community as it chooses.

Proposed:

7.3.2.2 Their membership shall be made up of faculty members, administrative officers, students, and staff members. Any committee is empowered to invite for counsel and advice from other members of the University community as it chooses. ***The total number of committee members as listed below includes only those members, which are elected or appointed to said committee. Additional ex-officio membership may occur.***

Proposal #3

A motion to change the term of the Academic Integrity Board to 3 years, rather than 2 years, in Section 7.3.4.1 (to remain consistent with wording in Section 7.3.1.4).

7.3.1.4 The terms of office of faculty members of committees shall be three (3) years. The terms of office of student members of committees shall be determined by the Student Government Association. The terms of office of staff members of committees shall be determined by the Staff Council.

Current:

7.3.4.1 ACADEMIC INTEGRITY BOARD

a. Members on Committee: 12 – 6 faculty and 6 students. The AIB contains two (2) standing committees: (1) the faculty committee, and (2) the student committee. The Faculty Committee is composed of the AIB's six (6) faculty members and one (1) student member. The Student Committee is composed of the AIB's six (6) student members and one (1) faculty member. Faculty AIB members are nominated by the Committee on Committees of the Faculty Senate from a list of volunteers willing to serve and are approved by a vote of the Faculty Senate. Faculty members serve two-year staggered terms and may be nominated for consecutive terms. Student AIB members are nominated by the Student Government Association President and selected by the Student Judicial Board interview panel. Student AIB members serve two-year staggered terms.

Proposed:

7.3.4.1 ACADEMIC INTEGRITY BOARD

a. Members on Committee: 12 – 6 faculty and 6 students. The AIB contains two (2) standing committees: (1) the faculty committee, and (2) the student committee. The Faculty Committee is composed of the AIB's six (6) faculty members and one (1) student member. The Student Committee is composed of the AIB's six (6) student members and one (1) faculty member. Faculty AIB members are nominated by the Committee on Committees of the Faculty Senate from a list of volunteers willing to serve and are approved by a vote of the Faculty Senate. Faculty members serve ~~two-year~~ **three (3) year** staggered terms and may be nominated for consecutive terms. Student AIB members are nominated by the Student Government Association President and selected by the Student Judicial Board interview panel. Student AIB members serve two-year staggered terms.

Proposal #4

A motion to change the term of the Faculty Grievance Assistance Committee to 3 years, rather than 2 years, and to change the committee to be elected, rather than appointed, in Section 3.9.2.5, in keeping with other grievance related committees and the spirit of Section 3.9.2.1.

Current:

3.9.2.5 The Faculty Grievance Assistance Committee shall consist of four members who each shall have served on a Faculty Due Process Committee or a Faculty Grievance Committee, but are not currently members of the Faculty Due Process Committee or the Faculty Grievance Committee. The term of membership shall be two years; provided that the first committee

members shall have staggered terms with two members serving two-year terms and two members serving one-year terms. The committee members shall be appointed by the Faculty Senate according to customary Faculty Senate procedures.

Proposed:

3.9.2.5 The Faculty Grievance Assistance Committee shall consist of four members who each shall have served on a Faculty Due Process Committee or a Faculty Grievance Committee, but are not currently members of the Faculty Due Process Committee or the Faculty Grievance Committee. The term of membership shall be ~~two~~ **three** years; provided that the first committee members shall have staggered terms. ~~with two members serving two-year terms and two members serving one-year terms. The committee members shall be appointed by the Faculty Senate according to customary Faculty Senate procedures.~~ ***The committee members shall be elected from among a list of interested and eligible faculty.***

Proposal #5

A motion to clarify the role of the Faculty Senate liaison to the Academic Policies and Procedures Committee in Section 7.2.2. This motion reflects current practice.

Current:

7.2.2 COMMITTEE ON ACADEMIC POLICY: c. serves as liaison to the Academic Policies and Procedures Committee.

Proposed:

7.2.2 COMMITTEE ON ACADEMIC POLICY: c. ***a member of the committee*** serves as liaison to the Academic Policies and Procedures Committee, ***and is a non-voting member of AP&P, unless otherwise appointed to the committee as a College/School representative.***

Proposal #6

A motion to require that the chair of the Senate Budget Committee serves on any tuition committees established. This motion reflects current practice.

Current:

7.2.3 Budget Committee: a. studies matters relating to budget planning at Appalachian; b. studies matters relating to the acquisition and distribution of the University's funds, equipment, and supplies; and c. considers University financial concerns of faculty.

Proposed:

7.2.3 Budget Committee: a. studies matters relating to budget planning at Appalachian; b. studies matters relating to the acquisition and distribution of the University's funds, equipment, and supplies; c. considers University financial concerns of faculty; ***and d. The chair of the budget committee and the Faculty Senate chair will serve as members of any tuition committees established.***

Proposal #7

A motion to revise Section 7.2.7 regarding the Committee on Welfare and Morale to reflect

current practice with regard to the Non-Tenure Track Faculty Committee.

Current:

7.2.7 COMMITTEE ON WELFARE AND MORALE

7.2.7 Committee on Welfare and Morale: a. monitors in all areas of fringe benefits and provides representation by three committee members on the Faculty/Staff Benefits Committee; b. coordinates and participates in the orientation program for new faculty members and spouses; and c. handles other business that pertains to faculty welfare and morale.

Proposed:

7.2.7 COMMITTEE ON WELFARE AND MORALE

7.2.7 Committee on Welfare and Morale: a. monitors in all areas of fringe benefits and provides representation by three committee members on the Faculty/Staff Benefits Committee; b. coordinates and participates in the orientation program for new faculty members and spouses; c. handles other business that pertains to faculty welfare and morale; **and d. *A member of the committee on Welfare and Morale shall serve as a member of the non-tenure track faculty committee.***

Proposal #8

A motion to clarify the convener of the Core Curriculum Committee and describe the roles of the convener and chair more accurately. This motion also clarifies that the committee will select its chair as indicated in Section 7.3.2.4 (Every committee will select a chair, or co-chairs, from among the voting members, for the academic year at its first fall semester meeting.)

Current:

7.3.4.6 CORE CURRICULUM COMMITTEE

a. Members on Committee: 15 - 10 faculty (4 from Arts and Sciences, 1 from Business, 1 from Education, 2 from Fine and Applied Arts, 1 from Music, and 1 from the Library), 2 undergraduate students, a senior faculty member who will serve as vice chair, an Associate Vice Chancellor for Academic Affairs who will serve as chair, and the Director of General Studies (as an ex-officio non-voting member). The Provost and Executive Vice Chancellor will appoint an Associate Vice Chancellor for Academic Affairs as chair of the committee but not the same person who chairs the Academic Policies and Procedures Committee. The chair will have a vote only in case of a tie in the voting of the committee. Also, the Provost and Executive Vice Chancellor will appoint a senior faculty member as vice chair of the Core Curriculum Committee for a five-year term. This person will assist the chair in any duties so delegated by the chair in carrying out the work of the committee, and will be given one quarter reassigned time for this work. The vice chair will have a vote on the committee and will be counted as filling one of the allocated seats to the various colleges/schools, so as to keep the original balance of representatives among the colleges and schools.

Proposed:

7.3.4.6 CORE CURRICULUM COMMITTEE

a. Members on Committee: 15 - 10 faculty (4 from Arts and Sciences, 1 from Business, 1 from Education, 2 from Fine and Applied Arts, 1 from Music, and 1 from the Library), 2 undergraduate students, a senior faculty member who will serve as vice chair, an Associate Vice Chancellor for Academic Affairs who will serve as chair, and the Director of General Studies (as an ex-officio non-voting member). The Provost and Executive Vice Chancellor will appoint an Associate Vice Chancellor *or Vice Provost for Academic Affairs as chair of the committee to convene the committee, serve as an ex-officio member, and facilitate the selection of a chair from among the voting members of the committee.* ~~but not the same person who chairs the Academic Policies and Procedures Committee.~~ The ~~chair~~ *Associate Vice Chancellor or Vice Provost* will have a vote only in case of a tie in the voting of the committee. Also, the Provost and Executive Vice Chancellor will appoint a senior faculty member as ~~vice~~ chair of the Core Curriculum Committee for a five-year term. This person will ~~assist the chair in any duties so delegated by the chair~~ *work with the Associate Vice Chancellor or Vice Provost* in carrying out the work of the committee, and will be given one quarter reassigned time for this work. The ~~vice~~ chair will have a vote on the committee and will be counted as filling one of the allocated seats to the various colleges/schools, so as to keep the original balance of representatives among the colleges and schools.

Proposal #9

Motions **9 a – 9 k**. To clarify who convenes each University Committee. For each committee, the convener will call the first meeting of the fall semester, and facilitate the election of a chair or co-chairs. *Additions to current descriptions are bold and italicized.*

Motion 9 a

AP&P: Convened by the Provost and Executive Vice Chancellor or his/her designee.

7.3.4.2 ACADEMIC POLICIES AND PROCEDURES COMMITTEE

a. Members on Committee: 15 - 11 faculty and 4 students (three undergraduate and one graduate), the students acting as voting members with each student having one vote and representative of the five degree-granting colleges/school. The students will serve as liaison between the University Academic Policies and Procedures Committee and the Student Government Association. *The Provost and Executive Vice Chancellor, or his/her designee, will convene the first meeting and facilitate the selection of a chair from among the voting members of the committee.*

Motion 9 b

Academic Integrity Board: Convened by the Provost and Executive Vice Chancellor.

7.3.4.1 ACADEMIC INTEGRITY BOARD

a. Members on Committee: 12 – 6 faculty and 6 students. The AIB contains two (2) standing committees: (1) the faculty committee, and (2) the student committee. The Faculty Committee is composed of the AIB's six (6) faculty members and one (1) student member. The Student Committee is composed of the AIB's six (6) student members and one (1) faculty member.

Faculty AIB members are nominated by the Committee on Committees of the Faculty Senate from a list of volunteers willing to serve and are approved by a vote of the Faculty Senate. Faculty members serve two-year staggered terms and may be nominated for consecutive terms. Student AIB members are nominated by the Student Government Association President and selected by the Student Judicial Board interview panel. Student AIB members serve two-year staggered terms. ***The Provost and Executive Vice Chancellor or his/her designee will convene the first meeting and facilitate the selection of a chair from among the voting members of the committee.***

Motion 9 c

Admissions Committee: Convened by the Director of Admissions.

7.3.4.3 ADMISSIONS COMMITTEE

a. Members on Committee: 9 - 6 faculty and 3 students. The Associate Vice Chancellor for Enrollment Services and the Director of Admissions shall serve as ex-officio ***non-voting*** members; ***the Director of Admissions will convene the first meeting and facilitate the selection of a chair from among the voting members of the committee.***

Motion 9 d

Arts & Cultural Programs Advisory Committee: Convened by the Associate Vice Chancellor for University Communications and Cultural Affairs.

7.3.4.4 ARTS AND CULTURAL PROGRAMS ADVISORY COMMITTEE

a. Members on Committee: 14 - 6 faculty, 2 staff, and 6 students. ***The Associate Vice Chancellor for University Communications and Cultural Affairs will convene the first meeting and facilitate the selection of a chair from among the voting members of the committee.***
b. Report to: ~~The Associate Vice Chancellor for Cultural and Public Affairs~~ ***University Communications and Cultural Affairs***

Motion 9 e

Awards Committee: Convened by the Chair of the Faculty Senate.

7.3.4.5 AWARDS COMMITTEE

a. Members on Committee: 17 - 13 faculty (3 from Arts and Sciences, 2 from Business, 2 from Education, 2 from Fine and Applied Arts, 2 from Music, and 2 from the Library); 2 staff; and 2 students (one undergraduate and one graduate). Faculty composition can be any faculty, including adjunct and part-time. In the event a member of the committee wishes to seek an award, an alternate from her/his area will be recommended to the Faculty Senate by the Committee on Committees to serve for the duration of the awards process. ***The Chair of the Faculty Senate or his/her designee will convene the first meeting and facilitate the selection of a chair from among the voting members of the committee.***

Motion 9 f

Faculty/Staff Benefits: Convened by the Director of Human Resources.

7.3.4.7 FACULTY AND STAFF BENEFITS COMMITTEE

a. Members on Committee: 6 - 3 faculty (from the Faculty Senate Committee on Welfare and Morale) and 3 staff. The Director of Human Resource Services shall serve as an ex-officio, *non-voting* member, *and will convene the first meeting and facilitate the selection of a chair from among the voting members of the committee.*

Motion 9 g

Library Services Committee: Convened by the University Librarian.

7.3.4.8 LIBRARY SERVICES COMMITTEE

a. Members on Committee: 14 ~~15~~ - 9 faculty, *including the University Librarian*, 2 students, and 3 staff. *The University Librarian shall convene the first meeting and will facilitate the selection of a chair from among the members of the committee.*

Motion 9 h

Non-Tenure Track Faculty Committee: Convened by the Senator from the Welfare and Morale Committee who serves on the committee.

7.3.4.9 NON-TENURE TRACK FACULTY COMMITTEE

a. Members on Committee: 8 – 6 faculty (3 tenure track faculty and 3 non-tenure track faculty) and 2 students. A member of the Faculty Senate Welfare and Morale Committee shall serve as a liaison between that Faculty Senate committee and the Non-Tenure Track Faculty Committee. *The Senator from the Welfare and Morale Committee will convene the first meeting and will facilitate the selection of a chair, or co-chairs, from among the members of the committee.*

Motion 9 i

Registration and Calendar Committee: Convened by the Registrar. For list of ex officio members, refer to Faculty Senate website.

7.3.4.10 REGISTRATION AND CALENDAR COMMITTEE

a. Members on Committee: 9 - 5 faculty, 1 staff, 2 students (one undergraduate and one graduate), and 1 representative from the Controller's Office, *and the following 8 ex officio members: Registrar, Dean of Students, representatives from HRS, Conferences and Institutes, Admissions, Summer Sessions, Athletics, and Academic Advising.* The Registrar shall serve as an ex-officio member, *will convene the first meeting and will facilitate the selection of a chair, or co-chairs, from among the members of the committee.*

Motion 9 j

Teaching Enhancement: Convened by the Director of the Hubbard Center.

7.3.4.11 TEACHING ENHANCEMENT COMMITTEE

a. Members on Committee: 14 – 11 faculty (3 from Arts and Sciences, 2 from Business, 2 from Education, 2 from Fine and Applied Arts, 1 from Music, and 1 from the Library), 2 undergraduate students (chosen by the Student Government Association), and 1 graduate student (chosen by the Graduate Student Association Senate). The Coordinator of the Faculty and Academic Development program of the Hubbard Center will be an ex-officio (~~voting~~) member of the committee, ***and will convene the first meeting and facilitate the selection of a chair from among the members of the committee.***

Motion 9 k

University Bookstore: Manager of the Bookstore. Motion also includes correct number of committee members (5+3 = 8).

Current (as passed by Faculty Senate March 2007):

University Bookstore (7.3.4.14) [FS 06-07/03-07]

a. Members of the Committee **9 - 5** faculty to serve three year terms, one of whom is a faculty senator, three (3) student members, two of whom are undergraduates appointed by the Student Government Association and one (1) graduate student appointed by the Graduate Student Association Senate. The manager of the University Bookstore serves as an ex-officio ***non-voting*** member of the committee.

Proposed:

Members of the Committee **8 - 5** faculty to serve three year terms, one of whom is a faculty senator, three (3) student members, two of whom are undergraduates appointed by the Student Government Association and one (1) graduate student appointed by the Graduate Student Association Senate. The manager of the University Bookstore serves as an ex-officio non-voting member of the committee, ***will convene the first meeting and will facilitate the selection of a chair from among the voting members of the committee.***

Proposal #10

A motion to revise the description of representation on committees, since some are not necessary (or desired) to be proportional among colleges/schools.

Current:

7.3.1.2 The membership of each committee shall be arranged so that each of the colleges/school of the University and the Library can be represented as proportionately as possible, based on the total number of faculty members.

Proposed:

7.3.1.2 The membership of each committee ~~shall~~ ***should*** be arranged so that each of the colleges/school of the University and the Library can be represented as proportionately as possible.

- F. Faculty Handbook Committee (MARKING, Arnold, Marland, Weitz)
No Report.
- G. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Fischer, Grube, Scherlen)
No Report.
- H. Welfare of Students Committee (ULMER, McKinney, Mines, Winn)
No Report.
- I. Ad Hoc Committee on Administrative Review. MARKING (TD/Faculty Senate Chair), Beth Davison (SOC), Tim Huelsman (PSY), Bob Lyman (A&S), Stacy Sears (Staff Council), Bobby Sharp (IRAP), Wayne Williams (HLES), and Forrest Gilliam (SGA).

(Appendix A: Administrative Review; Appendix B: Administration Evaluation Form; Appendix C: Statement to Include with Evaluation Form-Chancellor; and Appendix D: Statement to Include with Evaluation Form-Provost and Executive Vice Chancellor).
- J. Emeritus Status and Retired Faculty Proposal. MCBRIDE, B. Williams, and Marking. (Appendix E: Recommendations on Emeritus/Retired Faculty).

A motion to approve the proposed changes to Section 3.4.4 and the addition of Section 3.4.4.1 to the *Faculty Handbook*.

Current:

3.4.4 Emeritus Status

By recommendation of the appropriate departmental personnel committee (see section 4.1 for a description of the departmental personnel committee), chair and dean to the Provost and Executive Vice Chancellor and the Chancellor and approval of the Board of Trustees, emeritus status may be conferred on faculty members with permanent tenure who have served at least ten years at the University when they retire. The emeritus rank is that held at retirement.

Proposed:

3.4.4 Emeritus Status

Emeritus faculty status may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Appalachian State University. Successful candidates for consideration to the Emeritus rank will have:

- (1) at least twenty-five years of service within the specific discipline and at least ten years of continuous full-time employment at Appalachian State University prior to retirement. The

emeritus rank is that held at retirement.

(2) A consistent record of quality performance as demonstrated by one or more of the following:

- (a) A substantive record of scholarly achievement commensurate with national and international standards within the specific discipline.
- (b) A recognized record of outstanding teaching and educational contributions.
- (c) Clear evidence of service to the University and significant service to the respective discipline

3.4.4.1 Emeritus Status Procedure

The candidate initiates application for Emeritus status no later than September 15th in the year of consideration. A letter will be submitted to the appropriately designated departmental faculty committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member's achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair. The department chair forwards her/his recommendation, with the supporting materials, to the appropriate dean. The dean forwards her/his recommendation, with the supporting materials, to the Provost and Executive Vice Chancellor by December 15th. The Provost, after his/her review will forward his/her recommendation as well as the recommendations of the other reviewing individuals/bodies to the Chancellor by February 15th. Upon approval of the Chancellor, the Provost will submit the candidate's documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose Emeritus rank has been approved by the Board of Trustees are notified promptly. The Chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the Chancellor upon official notice of the faculty member's full retirement from the University, i.e. at the end of any phased retirement service period or upon immediate, full retirement.

Ad Hoc Committee on Faculty Retirement Report

Motion FS 06-07/02-03

Approve recommendations: 3, 4, 5, 6, 12, 15, 17, 19, 20, 21 and 22.

3. We recommend that there be increased recognition of the emeritus faculty at Appalachian, in addition or as a supplement to the collection of biographies ably compiled and edited by Richard Howe (*The Appalachian Faculty Emeriti*, 6th ed., 2004). We have sought a public place on campus in which to make a permanent record of faculty accorded emeritus status. We have been in contact with Mary Reichel, University Librarian, and suggest with her blessing, that the wall outside the Faculty lounge/reading room on the second floor of Belk Library become a place where a permanent display of an emeritus faculty's name, department, dates of service at Appalachian and notation of other distinctive Appalachian/UNC awards earned by the faculty member be placed on a small plaque and become part of the display. The display should begin initially with plaques for those faculty members who have already received the emeritus rank

(about 275) and be annually updated. This display should not become the responsibility of Library personnel or be funded or maintained by the Library, **and is subject to continuation of available revenue stream. If revenue stream is unavailable in a given year(s) the display will be maintained retroactively.** We recommend that its design and maintenance should be the responsibility of Academic Affairs and/or the Chancellors office in concert with Business Affairs.

Approved with changes.

4. We recommend that the University create a special medallion for emeritus faculty with a ribbon in the University's colors that can be worn at academic functions such as commencements or can otherwise be displayed on an appropriate base, for instance, in one's home. This medallion would be presented to the emeritus faculty member(s) **at each spring commencement.** ~~at a ceremony such as a distinctive annual luncheon or dinner, hosted by the University wherein the achievements of retiring emeritus faculty may be publicly recognized.~~

Approved with changes.

5. We also strongly recommend and encourage departments and/or colleges to consider establishing a permanent recognition for emeritus faculty within their communities and to provide other distinctive functions appropriate to this significant transition. Also, emeritus faculty should, for instance, be included in invitations to department and college functions and their achievements and other life changes be recognized along with those of regular faculty.

Approved

6. We recommend that departments and colleges maintain email lists that include emeritus and retired faculty to use for announcement of events and other information that are not part of the diurnal communications about department business. For instance, if a colleague is retiring, other retired colleagues should be informed. Further, we suggest that departments and/or colleges update regularly their web sites with appropriate listings and information about emeritus and retired faculty in a manner similar to that for regular faculty.

Approved

12. We recommend that departments report on the professional activities of their emeritus faculty in departmental annual reports. Emeritus faculty in order not to become nearly invisible to the University upon their retirement should continue to be listed for a period of at least five years in all appropriate faculty directories, especially the University phone book (with their consent), and for the duration of their lives be listed in the Faculty Register section of the Undergraduate ~~Catalogue~~ **Bulletin**. Emeritus faculty information should be maintained in appropriate databases such as the Banner system, so that they are included in University email services and other appropriate University information services, such as the Library.

Response from Chair Marking: *The Faculty Register is already maintaining the list of Emeritus faculty in the Undergraduate Bulletin and when a faculty member retires they are "coded" for the Library benefits with little interruption. I spoke with Richard Shook of Business Systems and he said they could set up a new code for the University Telephone Directory. It is my suggestion that instead of the five years suggested that Academic Affairs maintain the Emeritus list and provide it to Business Affairs until they are removed from the Undergraduate*

Bulletin (i.e. the duration of their lives). It seemed less problematic to do this instead of maintaining the five-year timeframe.

Approved with changes.

15. We recommend there should be developed one point of contact on campus through which all non-departmentally concerned services, information, and activities can be secured by retiring faculty. We recommend that this single point of contact for information and administrative location be Human Resource Services, and be available on its web site. Here, for instance, should be a full FAQ page, a checklist of what procedures to expect and what to do to prepare for completing all necessary forms for retirement, a suggested timetable for completion, and office locations with the telephone numbers of people to contact. Faculty should also find on the HRS website full and accurate information regarding Phased Retirement and the name and contact information for any specially designated University officer with responsibility for Phased Retirement (presently, this person is Associate Vice ~~Chancellor~~ **Provost** for Academic Affairs, Tim Burwell).

***See response from HRS:** While HRS understands that the recommendation of a “one-stop shopping” approach to phased retirement program would be the ideal, the actual complexity in the administration of the program requires the joint involvement of Academic Affairs, HRS and the University Attorney. However, HRS will continue to review website communication efforts and strategies and improve upon them as needed.*

Approved with the conditions indicated by HRS.

17. The Committee also believes that Human Resource Services would be well advised to develop and publish a Frequently Asked Questions section as part of its Phased Retirement information as does the University of North Carolina at Chapel Hill. Faculty members will benefit from reading the questions asked by other potential retirees but do not now know of the questions or of the university’s answer to those questions.

***See response from HRS:** HRS has relevant information located on the Benefits Section of the HRS website. See URL below. HRS will review the website structure to see if the Phased Retirement information can be located to a more prominent location for easier access. HRS will review the UNC-CH information and incorporate the FAQs (<http://hr.unc.edu/EPA-Data/Faculty/phased-retirement/phased-ret-faq>).*

<http://www.hrs.appstate.edu/benefits/retirement/phasedretirement.htm>

Approved with the conditions indicated by HRS.

19. The Committee also believes that it would be beneficial to the faculty as a whole if HRS would publish a series of questions that each faculty member should review prior to making retirement decisions. Qualified professional retirement planners should be asked to compile such a list of questions and the list should be published as part of the retirement information page maintained by HRS. Additionally, the questions should be reviewed during pre-retirement briefings offered by the University. It might be helpful if these questions were integrated into the FAQ recommendation above (17).

***See response from HRS:** HRS will review the Phased Retirement website taking into consideration this recommendation. In addition, HRS will review all constituent university websites to determine if this information is already available. Presently, these are no budgeted*

funds to retain a certified professional planner. Generally, individual financial planning is a personal responsibility as are any related financial decisions.

Approved with the conditions indicated by HRS.

20. We recommend that the University task HRS or another appropriate body responsibility to investigate, in conjunction with available emeritus faculty, the establishment of an Emeriti Faculty Association at Appalachian.

Faculty Senate should consider creating a task force to investigate.

21. We recommend that the University News Bureau more actively publish stories about emeritus faculty and their past and/or present contributions to Appalachian in appropriate University publications. This will require departments to make this information available to the News Bureau. However, we also suggest that the News Bureau run stories about the annual retirement ceremonies for emeritus and retiring faculty, such as the University sponsored event recommended above.

Approved.

22. Recommend that consideration needs to be given as to how best to honor retired and emeritus faculty who have died in a given period of time. For example, it may be appropriate to publish their names in connection with the annual Retirees' Luncheon.

See response from HRS: HRS could publish this list in the Retiree's Luncheon program, but it would be difficult to keep track of all the retirees who have died in a given time period. HRS is concerned that a retiree could become upset if this is the first time they heard of a colleague that has died. HRS Will take this under consideration and explore options.

Approved with the conditions indicated by HRS.

FS 06-07/02-04

Current (FS 06-07/02-04):

We recommend that the ***nomination to*** emeritus rank become automatic for a retiring faculty member holding the rank of Full Professor and having at least ten years of continuous ***full-time*** service at Appalachian. ~~The emeritus faculty designation should be accompanied by a letter of commendation from the Chancellor upon official notice of the faculty member's full retirement from the University, i.e. at the end of any phased retirement service period or upon immediate, full retirement.~~

Not Approved.

Proposed

1. We recommend that emeritus rank be awarded to the retiring faculty member who has at least twenty-five years continuous service with the discipline and at least ten years of continuous full-time employment at Appalachian State University.

FS 06-07/02-05

2. The emeritus designation should also be available to those faculty members in other ranks, including Lecturer, who have at least ten years of continuous ***full-time*** service to Appalachian. For these ranks the application for the emeritus designation may be initiated by either the faculty

member or by his or her department chair or dean. A review of the faculty member's record of achievement and contribution should be made by an appropriate departmental DPC with a recommendation for approval or non-approval as provided for other personnel decisions. A positive DPC recommendation would require additional approval by those responsible for personnel decisions and recommendations, the department chair, dean, provost, chancellor, and trustees.

Approved with changes.

FS 06-07/02-06

7. We recommend that in all University academic convocations involving faculty processions there be a special place at the head of the faculty contingent for emeritus faculty who desire to participate. ~~The University should also create a special flag for this contingent to be carried by one of the participating emeritus faculty.~~

Approved with changes.

FS 06-07/02-07

8. Since the most important connections between emeritus faculty and the University will center on the University Library we recommend that at least three parking spaces be reserved for emeritus faculty either in the new parking deck or under Duncan Hall to facilitate library access.

Not approved.

FS 06-07/02-08

9. We recommend other ways in which emeritus faculty can work with the University, such as in being directors for the University's Appalachian House and Appalachian Loft. ***We recommend that emeritus faculty be considered for these positions if employed faculty are unavailable to serve, and as approved by the Off-Campus Advisory Board.*** We welcome the initiative of Provost Aeschleman in establishing a review of this possibility. Also, we encourage the Office of International Education and Development to investigate the beneficial use of emeritus faculty in their international programs

Approved.

FS 06-07/02-09

10. Some emeritus faculty would like the option of working with their departments and with the University as they pursue their scholarly or creative agendas in new phases of their lives. Indeed, in some departments this is already taking place. Therefore, we recommend that emeritus faculty be afforded ***able to negotiate with their department chair*** franking and other electronic services (copier, fax, etc.) and mail services provided to regular faculty by departments and be able to order business cards through their department. Emeritus faculty should be allowed to ~~keep~~ ***negotiate*** for their use in retirement computers and other electronic equipment provided to them as regular faculty (as required by auditing policy, equipment identity will be maintained in department physical assets inventories and must be returned when retired faculty are finished with its use). Services other than those noted may be made available to emeritus faculty as a result of deliberations within departments or colleges in the University.

Approved with changes.

FS 06-07/02-10

11. We recommend that emeritus faculty be able to negotiate with their department chair other privileges such as use of office, lab, or studio space, and for travel and other support necessary to carry on projects consistent with the mission of the department and the University. There is no guarantee of such privileges. ~~but department, college, and University administrators should welcome such emeritus faculty initiatives and provide the requested services if the resources for such are feasible and are not at the expense of the requirements or needs of regular faculty and programs.~~

Approved with changes.

FS 06-07/02-11

13. We recommend that emeritus faculty should enjoy all those services, discounted services, and other perquisites and amenities accorded to regular faculty such as tickets to Athletic or cultural events, special promotions in Athletic or cultural events. ~~and use of on-campus technology services for faculty electronic equipment.~~

Approved with changes.

FS 06-7/02-12

14. We recommend that emeritus faculty may, through negotiation with and approval by their department chairs, teach courses, on or off campus, online or otherwise, in the regular and summer terms. ~~and that their pay be commensurate with their status and experience. The remuneration for these courses should be commensurate with the final salary of the emeritus faculty member at retirement, and the salary should be greater than that provided for employing adjunct faculty in similar roles.~~ Emeritus faculty *who maintain graduate faculty status* should be able to continue supervision of graduate theses and student creative projects in which they are involved when they retire, and they may serve on *but not chair* other thesis or project committees with the approval of the department chair and/or dean. Other graduate teaching responsibilities would be contingent upon approval by the department chair and/or dean.

Approved with changes.

FS 06-07/02-13

16. It is extremely important that the University find a way to assure continued use without interruption of the faculty identity card, since there have been many instances when, even without difficulties associated with the transition to the Banner system, emeritus ~~and retired~~ faculty have been dropped from the rolls. By accomplishing this, ~~retired~~ *emeritus* faculty will enjoy full and reliable access to library resources, to other email services such as the email list management page, and be able to park in gated lots that require active ID card access. Designations for retirees and faculty emeriti retirees have been requested in the Banner database. The appropriate coding at employment termination would facilitate communication with faculty retirees. Similarly, it facilitates the transfer of information to other subsystems such as the Library to ensure that privileges are continued.

Approved with changes.

FS 06-07/02-14

18. We recommend that colleges include in their salary metrics used by department chairs to recommend salaries for their faculty an identifying section for phased retirement faculty who might be eligible for merit raises. There is now no such identifying part to remind appropriate administrators that phased retirement faculty are eligible to be considered for merit pay after their first year in the program.

Not approved. However, the Provost and Deans will review merit considerations for phased retirement faculty annually.

VI. Unfinished Business

- A. Observer at Annual Conference of Chair and Faculty Member; Authorization/Waiver of Claims Arising Out of Access to Confidential Information; Observer's Agreement to Conditions and Confidentiality Requirements (Appendix F).

VII. New Business

Appendix A

Administrative Review Appalachian State University Revised Draft 02/01/08

Committee Members: Beth Davison (SOC), Tim Huelsman (PSY), Bob Lyman (AS, Dean), Wayne Williams (HLE), Stacy Sears (Staff Council, President), Bobby Sharp (IRAP), Martha Marking (TD/Faculty Senate Chair). Consulted Forrest Gilliam (SGA President).

Proposed *Faculty Handbook* Section 4.5.2.1

The Chancellor and the Provost and Executive Vice Chancellor will be reviewed every three years. The Board of Trustees evaluates the Chancellor every four years and will be provided with the necessary data from the most recent campus review.

The evaluative questions will be revised as needed by the Faculty Senate Executive Committee and will be developed from the appropriate job descriptions. The “optional statement” reflects on the goals and accomplishments of the administrator, and may be written by the administrator or his or her designee from a list provided by the administrator.

The Chancellor and the Provost and Executive Vice Chancellor may write up to three additional questions, the results of which will be reported only to the administrator providing the questions.

The Director of Institutional Research, Assessment and Planning (IRAP) will convene the first meeting of each reading committee and will facilitate a chair, or co-chairs, from among the committee members.

(a) Chancellor Evaluation

All faculty, staff and students will be provided the opportunity to evaluate the Chancellor.

The reading committee for the Chancellor’s evaluation and review will be comprised of the President of the Student Government Association, the President of the Graduate Student Association Senate, the Chair of Staff Council, the Chair of the Faculty Senate, and the Chair of the Council of Chairs. All committee members and the Chancellor will be provided the raw data. The reading committee will meet and discuss the outcome of the evaluation process and write a document summarizing the results. The committee will then meet with the Chancellor to discuss their findings. After this meeting the committee will write a final report and submit it to the Chair of the Board of Trustees and to the President of the University of North Carolina system.

(b) Provost and Executive Vice Chancellor

All faculty and direct report staff will be provided the opportunity to evaluate the Provost.

The reading committee for the Provost and Executive Vice Chancellor will be comprised of the Chair of the Faculty Senate, the Chair of the Council of Chairs and a Dean jointly appointed by the Faculty Senate Chair and the Chancellor. All committee members and the Chancellor will be provided the raw data. The reading committee will meet and discuss the outcome of the evaluation process and write a document assessing the results. The committee will then meet with the Provost to discuss their findings. After this meeting the committee will write a final report and submit it to the Chancellor.

(c) Other Administrative Evaluations

Other administrators such as Vice Chancellors and Vice Provosts will be reviewed at least every three years as determined by his/her supervisor. Each division/unit will develop an evaluation instrument and will establish who will evaluate each administrator.

APPALACHIAN STATE UNIVERSITY
ADMINISTRATION EVALUATION

Administration Evaluation Form

Administrator's responsibilities and activities.

For each core statement below please select one of the following:

- SA Strongly Agree
- A Agree
- N Neutral
- D Disagree
- SD Strongly Disagree
- NBJ No Basis for Judgment

This Administrator (7-10 questions developed from appropriate job description):

Responses below will be reported only to the Administrator being evaluated
(Up to 3 Additional questions provided by Administrator):

Additional comments for Administrator (will be limited to 250 characters):

Appendix C

Statement to Include with Evaluation Form

Administrative Review
Spring 2008

Chancellor

The Chancellor serves as the chief executive and administrative officer and official spokesperson of the University and has ultimate executive authority over the institution subject to the direction of The University of North Carolina Board of Governors and President. The Chancellor reports to the President of The University of North Carolina. Significant roles and activities include:

- Supervises:
 - Chief of Staff to the Chancellor
 - Provost and Executive Vice Chancellor
 - Vice Chancellor for Business Affairs
 - Vice Chancellor for University Advancement
 - Vice Chancellor for Student Development
 - Director of Human Resource Services
 - Athletics Director
 - Internal Auditor
 - University Attorney
 - Executive Assistant to the Chancellor
 - Special Assistant to the Chancellor
- Keeps the President of the University system, and through the President, the Board of Governors, fully informed concerning the operations and needs of the University;
- Attends all meetings of the Board of Trustees, and the Board of Visitors, keeps the Board of Trustees fully informed of the operations and needs of the institution and is responsible for enforcing all policies, rules and regulations of the Board of Trustees;
- Recommends new appointments to the Board of Trustees and serves as the official communication channel between the Board of Trustees, the President, and all campus administrators, faculty and students;
- Responsible to the President for administration of the institution, including enforcement of decisions, policies and regulations of the Board of Governors;
- Promotes the educational excellence and general development and welfare of the institution; defines the scope of authority of faculties, councils, committees, and officers of the institution; and authorizes and approves all degrees, projects, programs, and institutional reports undertaken on behalf of the institution;
- Exercises full authority in the regulation of student affairs and in matters of student discipline;
- Possesses authority over faculty and EPA administrative personnel, contracts, leases and other agreements, and the acquisition and disposition of property, including new building and campus master planning activities;
- Prepares a consolidated campus budget and oversees the management of the budget, as approved by the President and the Board of Governors;
- Represents the campus to the community, external agencies, the North Carolina General Assembly and to the public in general, including fundraising and attendance at multiple public functions;

- Participates in the ASU Foundation Board and the ASU Endowment Fund Board meetings;
- Serves as a member of all faculties and other academic bodies of the institution and receives advice from faculty, staff and students with respect to academic policy and institutional governance.

Chancellor

	Faculty	Staff	Student
I am (a):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For each *core statement* below please select one of the following:

- SA Strongly Agree
- A Agree
- N Neutral
- D Disagree
- SD Strongly Disagree
- NBJ No Basis for Judgment

	SA	A	N	D	SD	NBJ
effectively communicates important decisions to the campus community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
makes effective administrative appointments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
effectively represents the interests of the university to outside constituents (e.g., alumni, UNC administration, General Assembly, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
is attentive to long-term, strategic issues that affect the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
successfully raises funds to support the mission of the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
inspires confidence in leadership overall.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. Are there degrees, programs, departments or colleges at Appalachian you would like to see added or modified in some way?
2. Overall, are you satisfied with the general direction this administration has taken in the last 4 years?
3. Do you have any concerns or comments regarding faculty or staff issues, University governance, academic programs or policies, or any other issue that I should be made aware of?

Appendix D

Statement to Include with Evaluation Form Administrative Review Spring 2008

Provost and Executive Vice Chancellor

The Provost and Executive Vice Chancellor is second-in-command to the Chancellor and is responsible for administrative, programmatic, and fiscal operations of all academic programs. Significant roles and activities include:

- Supervises:
 - Five college/school Deans (Arts & Sciences, Business, Education, Fine & Applied Arts, and Music)
 - The Dean of the Graduate School
 - Two Vice Provosts
 - Two Associate Vice Chancellors
 - The University Librarian
 - Six directors or other officers.
- Serves as Chair of the faculty, presides at faculty meetings, and regularly attends meetings of the Faculty Senate.
- Appoints, subject to the approval of the Chancellor, members of the faculty.
- Provides leadership in planning, developing, and directing academic policies and curricula.
- Provides leadership in supporting and encouraging faculty development initiatives.
- Allocates budgets for instructional and related programs in Academic Affairs.
- Serves on the Chancellor's primary administrative team.
- Participates in new building planning.
- Chairs the Strategic Planning Council and the Strategic Planning Commission.
- Serves as ASU liaison for University of North Carolina Tomorrow.
- Serves as ASU liaison on distance education initiatives (e.g., in Hickory).
- Represents ASU in numerous public functions and settings.

Provost and Executive Vice Chancellor

For each *core statement* below please select one of the following:

- SA Strongly Agree
- A Agree
- N Neutral
- D Disagree
- SD Strongly Disagree
- NBJ No Basis for Judgment

	SA	A	N	D	SD		NBJ
actively promotes an environment for teaching, scholarship, and service.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
fosters cooperation among university academic units.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
consults the faculty adequately before making important decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
effectively communicates with the campus community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
makes effective administrative appointments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
manages the university resources well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
inspires confidence in leadership overall.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>

Appendix E

RECOMMENDATIONS ON EMERITUS/RETIRED FACULTY

Final Draft (01/28/08)

Committee: Jeff McBride (HLES), Elizabeth Williams (LIB) and Martha Marking (TD/Faculty Senate Chair).

Emeritus Faculty Status Procedure

Emeritus faculty status may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Appalachian State University.

Criteria for Candidacy

Successful candidates for consideration to the Emeritus rank will have:

1. At least twenty-five years of service within the specific discipline and at least ten years of continuous full-time employment at Appalachian State University prior to retirement. The emeritus rank is that held at retirement.
2. A consistent record of quality performance as demonstrated by one or more of the following:
 - a) A substantive record of scholarly achievement commensurate with national and international standards within the specific discipline.
 - b) A recognized record of outstanding teaching and educational contributions.
 - c) Clear evidence of service to the University and significant service to the respective discipline

Procedure

The candidate initiates application for Emeritus status no later than September 15th in the year of consideration. A letter will be submitted to the appropriately designated departmental faculty committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty members achievement and contribution to the University and the appropriate discipline.

The committee will review the application and make approval or non-approval as provided for other personnel decisions to the department chair. The department chair forwards her/his recommendation, with the supporting materials, to the appropriate dean. The dean forwards her/his recommendation, with the supporting materials, to the Provost and Executive Vice Chancellor by December 15th.

The Provost, after his/her review will forward his/her recommendation as well as the

recommendations of the other reviewing individuals/bodies to the Chancellor by February 15th. Upon approval of the Chancellor, the Provost will submit the candidate's documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting.

Candidates whose Emeritus rank has been approved by the Board of Trustees are notified promptly. The Chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the Chancellor upon official notice of the faculty member's full retirement from the University, i.e. at the end of any phased retirement service period or upon immediate, full retirement.

Appendix F

To: [Name of Chair]
From: [Name of Faculty Member]
Date: [Date]
Subject: **Observer at Annual Conference of Chair and Faculty Member;
Authorization/Waiver of Claims Arising Out of Access to Confidential
Information; Observer's Agreement to Conditions and Confidentiality
Requirements**

Authorization/Waiver of Claims Arising Out of Access to Confidential Information

I understand that my annual conference with you, as required by *Faculty Handbook* ' 4.3.2 is scheduled for _____ [date].

I wish to have _____, a mutually agreed upon observer, attend my annual conference with me as provided in *Faculty Handbook* ' 4.3.2.1. I understand that the observer is **not** to participate in our conference in any way, whether as an advocate or an advisor. The Observer has signed the agreement at the bottom of this page reflecting his/her understanding of and agreement to the conditions specified herein.

I also understand that the subject matter of the annual conference necessarily includes information about me that is confidential under North Carolina's State Personnel Act. I therefore authorize the observer to hear our conversation in its entirety, including all information, written or oral, either of us wishes to communicate to the other, and I hereby release, discharge and agree to save harmless Appalachian State University, its representatives, assigns, employees, from and against any liability, under statute, regulation, or common law, arising out of, or claimed to arise out of, ASU's provision of information to the Observer pursuant to this Authorization.

Signature

Date

[See next page for the Agreements to Conditions and Confidentiality Requirements to be signed by the Observer]

Observer's Agreement to Conditions and Confidentiality Requirements

I understand that Dr./Ms./Mr. _____'s annual chair conference, as required by *Faculty Handbook* ' 4.3.2 is scheduled for _____ [date]. Dr./Ms./Mr. _____ has asked that I attend the annual conference as an Observer, as provided in *Faculty Handbook* ' 4.3.2.1. I understand that I am not to participate in the conference in any way, whether as an advocate or an advisor. I understand that both you and Dr./Ms./Mr. _____ have mutually agreed on my attendance.

I understand that subject matter of the annual conference necessarily includes information about Dr./Ms./Mr. _____ that is confidential under North Carolina's State Personnel Act, and that he/she has authorized me to hear the chair-faculty member conversation in its entirety, including all information either the chair or the faculty member wishes to communicate to the other. I also understand that unless Dr./Ms./Mr. _____ specifically authorizes me to disclose any such information to persons other than him/her self, my doing so would violate the confidentiality requirements of the State Personnel Act.

EDC/HC Representative Signature

Date

Department/Unit Chair Signature

Date

Faculty Member's Signature

Date