

# IMPORTANT INFORMATION NEW FACULTY NEED TO KNOW ABOUT, AND WHERE TO FIND IT

- As a new faculty member at this Institution, it is clear you are going to have questions related to your employment here.
- Many answers can be found in the Full-Time Faculty Handbook.
- This goal of this document is to help you navigate the Handbook to find the most important information efficiently, and also to highlight important procedures/ policies

## **1. Full-Time Faculty Handbook**

<https://facultyhandbooks.uncc.edu/full-time-faculty-handbook>

Information about:

- [History and Governance](#)
- [Employment at UNC Charlotte](#)
- [Teaching at UNC Charlotte](#)
- [Academic Regulations and Procedures](#)
- [University Resources](#)
- [Student Resources](#)

## **2. Job Responsibilities for Full-Time Faculty at UNC Charlotte**

<https://facultyhandbooks.uncc.edu/full-time-faculty-handbook>

- Scroll Down to Employment at UNC Charlotte
- Getting Started
- Job Responsibilities

## **3. Apply for Internal Faculty Research Grant**

<https://research.uncc.edu/departments/proposal-development/locating-funding>

UNC Charlotte, through its Office of the Vice Chancellor for Research and Economic Development, sponsors an internal Faculty Research Grants (FRG) program designed to assist faculty in conducting well-defined, purposeful, new research or creative or scholarly activities. The program is divided into two categories: continuing faculty and newly appointed assistant professors.

The deadline for the 2019-2020 FRG Program will be in **early October 2018**. If you have questions about the FRG Program, please contact Lesley Brown at [labrown@uncc.edu](mailto:labrown@uncc.edu) or 704-687-1880.

#### **4. Annual Review of Tenure-Track Faculty**

- It is critical that you receive an annual review from your chair in a timely manner (see below for policy). The annual review should give you information regarding your progress at it pertains to reappointment and tenure decisions.
- During the annual review, the chair should discuss your progress during the past year, give you feedback about where you have done well, and provide recommendations for improvement in areas where they feel insufficient progress has been made.
- You should use your annual review to revisit your IDP – it's a living document! The goal is to use the information from your chair at the annual review to build upon current strengths and interests and align them with department needs and performance criteria by identifying areas for development, and providing a strategy to address them

<https://provost.uncc.edu/academic-budget-personnel/handbook/b-annual-review>

- a. For non-tenured, tenure-track faculty members, **an annual evaluation conference shall be held prior to May 1 of every year**. The chair shall discuss the faculty member's strengths and weaknesses in the areas of teaching, scholarly activity, and service. Prior to the conference, the chair shall prepare and forward a "draft" evaluation to each faculty member. Tenured faculty members will receive a copy of the "draft" evaluation, but will not have a conference unless a conference is requested by either the faculty member or the department chair.
- b. After the conference, the department chair shall then prepare a final written evaluation of said faculty member. The final written evaluation shall have a place for the faculty member's signature which would indicate that the evaluation has been seen and discussed. The evaluation, and one copy will then be forwarded to the faculty member. For tenured faculty members who do not have a conference, the draft copy will become the final evaluation.
- c. The faculty member shall sign the final evaluation acknowledging receipt. The faculty member may state in writing reason for any disagreement that s/he may have with the final evaluation.
- d. The department chair shall place the annual written evaluation along with any faculty response in the faculty member's personnel files and shall forward the evaluation and the faculty member's response (if any) to the dean of his/her college.
- e. Unusual circumstances, such as a faculty member on leave, shall be handled by the department.

## 5. Reappointment of Tenure-Track Faculty

At the end of your second year at UNC Charlotte, you must prepare a dossier for review by the departmental review committee (DRC), your chair, the college review committee (CRC) and the Dean. The Dean informs the Provost on their decision for reappointment

For more information on the DRC and CRC Committees go to:

<https://legal.uncc.edu/policies/up-102.13#s5>

- The contents of the reappointment dossier must persuade each committee, your chair and your Dean that, during your first two years at the Institution, you have demonstrated growth as a teacher, scholar, and university citizen that shows promise of satisfying criteria for promotion to associate professor with conferral of permanent tenure.
- Although it seems like the reappointment process is way in the future, be aware - time flies.
- It is very important that you are strategic about your research, teaching and service from the beginning of your appointment here.
- Examine the mission of your unit, college, university and frame your research, teaching and service within these missions.
- Create an Individual Development Plan (IDP):

See Page 12 of this booklet for an IDP

Also available on the ADVANCE Website:

<https://advance.uncc.edu/programming/programs/mentoring>

- Review for Reappointment, Promotion, and Conferral of Permanent Tenure:  
<https://provost.uncc.edu/academic-budget-personnel/handbook/c-review-reappointment-promotion-and-conferral-permanent-tenure>
- Procedures for Review for Reappointment, Promotion, and the Conferral of Permanent Tenure for Faculty Members in Professorial Ranks  
<https://legal.uncc.edu/policies/up-102.13#s6>

**NOTE: Each college has their own RPT requirements, so make sure to look at your particular college's requirements to ensure you understand expectations around RPT for your college/department**

## 6. Special Faculty Appointments

<https://legal.uncc.edu/policies/up-102.13#s34>

- If a Faculty appointment is not an appointment to the Professorial Ranks, it is a Special Faculty Appointment
- A Special Faculty Appointment carries a title appropriate to the responsibilities of the position, such as Visiting Professor, Adjunct Professor, Instructor, Assistant Professor (Library), Assistant Professor (Military), Lecturer, Assistant Research Professor (see [University Policy 101.16, Research Appointments](#)), or Artist-in-Residence
- All Special Faculty Appointments are for a specified term of service. The letter of appointment should specify the length of the term of service
- Special Faculty Appointments may be paid or unpaid. Unpaid faculty members may be appointed for a specific term or at will; their pay and appointment status should also be set out in the letter of appointment.

### Review of Special Faculty Appointments

<https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/special-faculty-appointments>

- Faculty holding Special Faculty Appointments at any rank are subject to evaluation by the department chair
- Unless otherwise specified, the initial term of an appointment is negotiated between the department chair and the faculty member
- The contract may be extended at current rank on recommendation of the department chair based on annual written evaluation of the candidate's performance as well as availability of funds and the department's current needs and priorities
- Colleges will determine procedures for review and promotion of those holding Special Faculty Appointments
- Such procedures must include, but are not limited to, the content of dossier materials and process for departmental and college review
- The review should reflect the nature of the Special Faculty Appointment, and may be conducted by specially appointed review committees.

### Adjunct Faculty

- Adjunct Faculty have their own website, which discusses amongst other things, policies and procedures, classroom guidance and campus resources available to help them be successful at UNC Charlotte

<https://adjunct.uncc.edu/>