SECTION V - TENURE POLICIES AND REGULATIONS OF NORTH CAROLINA CENTRAL UNIVERSITY
SECTION 1. FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY

A. North Carolina Central University is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. This institution, therefore, supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

B. North Carolina Central University shall protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

C. Faculty and students of this institution shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

SECTION 2. ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY

A. It is the policy of North Carolina Central University to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication for all members of the academic staffs of this institution. Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with this institution and their position as men and women of learning. They should not represent themselves, without authorization, as spokesmen for North Carolina Central University.

B. North Carolina Central University will not penalize or discipline members of the faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.
SECTION 3. ACADEMIC TENURE

A. In General

Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment. More specifically, it refers to the protection of a faculty member against involuntary suspension or discharge from employment or reduction in rank by North Carolina Central University except upon specified grounds and in accordance with the procedures provided in Section 4 and against termination of employment except as provided for in Section 6.

Academic tenure for faculty members is intended to secure their academic freedom and to help the institution attract and retain faculty members of high quality. While academic tenure may be withheld on any grounds other than those specifically stated to be impermissible under Section 5A, a conferral of tenure requires an assessment of the faculty member's demonstrated professional competence, his potential for future contribution, and institutional needs and resources.

B. In Relation to Faculty Ranks

Academic tenure, as herein described, pertains exclusively to the employment of faculty members by appointment to specified faculty ranks. Such appointments may be for fixed terms of employment, automatically terminable when they expire ("fixed term appointment"); or they may be for probationary terms ("probationary term appointment"); or they may be continuous until resignation, retirement, or death ("appointment with permanent tenure").

The faculty ranks to which appointments may be made and the incidents of academic tenure applicable to each are:

(1) Instructor. The rank of instructor is appropriate for one who is appointed to the faculty in the expectation that in the normal course he will progress to the professorial rank in this or another institution but lacks, when appointed, one or more qualifications expected by his department or school for appointment to professorial rank. When he meets all those qualifications, the faculty member will usually be promoted to assistant professor or given a terminal appointment of one year.

The initial appointment to the rank of instructor is for a probationary one-year term. The instructor may be reappointed successively for six one-year terms, a total of seven such terms. At least 90 days before the end of the first term and 180 days before the end of the second consecutive term, a written decision shall be given the instructor whether, when his current term expires, he will be reappointed at the rank of instructor for another term, promoted to the rank of assistant professor, appointed to a fixed term as provided in Section 3B(5), or not
reappointed. During the last 180 days of the second consecutive year of employment, the institution may notify the instructor that his employment will be terminated at the end of the third year of employment. Before the end of the third consecutive term, an instructor who has not been notified that his employment will be ended in that year as provided in the preceding sentence shall be given a written decision whether, when his current term expires, he will be reappointed to a fourth consecutive term, promoted to the rank of assistant professor, appointed to a fixed term as provided in Section 3B(5), or offered a terminal one-year appointment at the end of the current term. Decisions shall be made with respect to these same options before the end of the fourth, fifth, and sixth consecutive terms. No reappointment to the rank of instructor may be made after seven consecutive years' employment at that rank. The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal one-year appointment at the same rank for one academic year. The decisions herein required shall be made as provided in Section 3C.

Promotion at any time from the rank of instructor to that of assistant professor constitutes an initial appointment at the latter rank, with the incidents described in Section 3B(2).

(2) Assistant Professor. The initial appointment to the rank of assistant professor is for a probationary term of one year. Unless at any point the assistant professor is not reappointed, he will be reappointed to a second one-year term and to two successive three-year terms before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint. At least 90 days before the first one-year appointment ends, a written decision shall be given the assistant professor whether, when his current term expires, he will be reappointed at the rank of assistant professor for another one-year term or not reappointed. At least 180 days before the end of the second consecutive one-year appointment, a written decision shall be given the assistant professor whether, when his current term expires, he will be reappointed at the rank of assistant professor to a three-year term or not reappointed.

Before the end of the second year of the first three-year term as assistant professor, a written decision shall be given the assistant professor whether, when his current term expires, he will be reappointed to a second three-year appointment or not reappointed. Before the end of the second year of the second three-year term, a written decision shall be given the assistant professor whether, when his current term expires, he will be reappointed with permanent tenure at the same or higher rank or not reappointed.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment at the same rank for one academic year. The decisions herein required shall be made as provided in Section 3C.
Promotion at any time from the rank of assistant professor to that of associate professor constitutes an initial appointment to the three-year term at the latter rank, with the incidents described for that term in Section 38(3).

(3) **Associate Professor.** When a faculty member's initial appointment by the institution is to the rank of associate professor, the appointment is to a probationary term of one year. Unless at any point the associate professor is not reappointed, he will be reappointed to a second one-year term and then to a three-year term before a decision is made whether to recommend permanent tenure at the same or higher rank or not to reappoint. At least 90 days before the end of the first one-year appointment, a written decision shall be given the associate professor whether, when his current term expires, he will be reappointed at the rank of associate professor for another one-year term or not reappointed. At least 180 days before the end of the second consecutive one-year appointment, a written decision shall be given the associate professor whether, when his current term expires, he will be reappointed at the rank of associate professor for a three-year term or not reappointed.

Before the end of the second year of the three-year term, a written decision shall be given the associate professor whether he will be recommended for permanent tenure at the same or higher rank when his current term expires or not reappointed.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal one-year appointment at the same rank for one academic year. The decisions herein required shall be made as provided in Section 3C.

Promotion at any time from the rank of associate professor to that of professor confers permanent tenure from the effective date of the promotion. Since this promotion confers tenure, it must be approved by the President and the Board of Governors.

(4) **Professor.** When a faculty member's initial appointment by the institution is to the rank of professor, the appointment is to a probationary term of three years. Before the end of the second year of this term, a written decision shall be given the professor whether, when his current term expires, he will be recommended for permanent tenure or not reappointed.

The decision shall be made in the manner provided in Section 3C. If a decision not to grant tenure is made but not communicated as herein required, the Chancellor shall offer a terminal appointment of one academic year.

(5) **Special Faculty Appointments.** Appointments may be made to fixed-term faculty ranks with title designations "lecturer," "artist in residence," "writer in residence," and any faculty rank designation provided in paragraphs (1) through (4) of this subsection with the prefix-
an initial appointment may be for a fixed term of from one to three years. Subsequent appointments to fixed terms of one to five years' duration may be made either in direct succession or at intervals. Each is considered an initial appointment. No obligation exists on the part of North Carolina Central University to give any notice before a current term expires as to whether appointment will be offered for a succeeding term. But the appropriate departmental chairman, upon the faculty member's written request made not earlier than 180 calendar days nor later than 90 calendar days before his current term expires, shall give the faculty member, within 20 calendar days after he receives the request, a written decision whether an offer of reappointment will be made and, if so, its terms. Failure to communicate a decision constitutes notice that no offer will be made.

The decisions herein required shall be made as provided in Section 3C.

(6) Visiting Faculty Members. Persons other than regular members of the faculty may be appointed as visiting members of the faculty with rank designations, prefixed by the word "visiting," appropriate to their status in their regular employment. Such appointments shall be for a term of not more than one year. One successive appointment for a term of not more than one year may be made. Appointments are made in accordance with the procedures for appointing an instructor, except that North Carolina Central University is not obliged to give notice before a current term expires whether an appointment will be offered for a second term. During his term of appointment, a visiting faculty member may not be suspended or discharged except upon the grounds and by the procedures provided in Section 4.

C. General Provisions

(1) Initiation, Review, and Approval of Appointments, Promotions, and Reappointments. Each initial appointment, each promotion in rank, each reappointment to a fixed term, and

"Department" is used herein as a generic term for departments, professional schools, and other academic units to which faculty appointments are made; "chairman," as a generic term for department chairman, deans of professional schools, and any other heads of academic units to which faculty appointments are made.
each reappointment of an instructor, assistant professor, associate professor, or professor, whether or not the reappointment recommends the conferment of permanent tenure, shall be initiated by recommendation of the chairman of the department concerned after consulting with the department's assembled full professors. If, because there are too few full professors or for other reasons, it appears that the consultation required by the preceding sentence may not produce advice adequately representative of the departmental faculty members' views, the chairman shall consult with other senior members of the department familiar with the faculty member's work.

The chairman's recommendation shall be sent to the dean of the school, who shall forward it with his recommendation to the Provost/Vice Chancellor for Academic Affairs; the Provost shall forward the recommendation of the chairman and dean with his recommendation to the Chancellor. The Chancellor shall consult the Faculty Personnel Committee. (See the Faculty Handbook for the composition of this committee.) If the Chancellor decides not to recommend reappointment, promotion, or the conferment of tenure, that decision shall be handled as if it had been made by the department chairman. If the Chancellor concurs in a recommendation that will confer permanent tenure, he shall consult with the Board of Trustees and, if he still concurs in the recommendation, he shall forward the recommendation to the President and the Board of Governors for final approval. All other personnel actions in which the Chancellor recommends reappointment or promotion shall be forwarded by him to the Board of Trustees for final approval unless the approval authority is delegated by that Board.

(2) Decisions Not to Reappoint When Probationary Terms Expire. The decision not to reappoint when a probationary term appointment as instructor, assistant professor, associate professor, or professor expires shall be made by the chairman of the department concerned, after consulting with the department's assembled full professors. If, because there are too few full professors or for other reasons, it appears that the consultation required by the preceding sentence may not produce advice adequately representative of the departmental faculty members' views, the department head shall consult with other senior members of the department familiar with the faculty member's work. This decision is final except as it may later be reviewed in accordance with the provisions of Section 5. The chairman shall notify the faculty member of his decision by a simple, unelaborated written statement that the faculty member will not be reappointed. Each such decision shall be communicated for information through the administrative channels prescribed for review had the decision been to reappoint.

(3) Early Promotion and Tenure. Nothing in these regulations shall be construed to preclude the Chancellor from recommending permanent tenure and/or promotion of a faculty member at any time.
(4) **Terms and Conditions of Appointments.** The terms and conditions of each initial appointment and of each reappointment to the faculty shall be set out in writing. A copy of the terms, signed by the Chancellor, shall be delivered to the faculty member; the Chancellor shall also retain a copy. The general terms and conditions of such appointments, including those provided herein, shall be either set out in the document of appointment or incorporated therein by clear reference to specified documents that shall be readily available to the faculty member.

Any special terms and conditions shall be clearly stated in the written appointment. Except as herein provided, no special terms or conditions may be included that vary the general terms and conditions stated herein. The responsibility for initiating the inclusion of special terms and conditions in documents of appointment is with the chairman or dean who recommends the appointment.

(a) **Continued Availability of Special Funding.** The appointment, reappointment, or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of the faculty member's services, whether for a specified term or for permanent tenure, shall be contingent upon continuing availability of such funds. This contingency shall not be included in a faculty member's contract in either of the following situations:

1. In a promotion to a higher rank if, before the effective date of that promotion, the faculty member had permanent tenure and no such condition is attached to the tenure.

2. If the faculty member held permanent tenure in the institution on 1 July 1975, and his contract was not then contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

(b) **Provisions for Less Than Full-Time Employment.** Special terms for less than full-time employment with commensurate compensation, or for relief from all employment obligations for a specified period, may be included in an appointment or reappointment to any faculty rank or may be added by a written memorandum of amendment during the term of an appointment. For compassionate reasons of health, or requirements of childbirth or child care, or similar compelling reasons, such terms may, with the concurrence of the faculty member, include extension of period of a current probationary term of appointment to coincide with the extent and duration of the relief from the full-time employment obligation. Such special terms must be expressly stated in initial appointment documents or, if added by memorandum of
amendment, must be approved by signature of the Chancellor and the faculty member, with a copy to be retained by each. Except as may be otherwise expressly provided in the documents of appointment, all appointments to any faculty rank are on the basis of a full-time employment obligation and confer the full incidents of academic tenure pertinent to the particular appointment.

These provisions do not apply to informal temporary adjustments of the regularly assigned duties of faculty members by the department chairman who is responsible for their direct supervision, or to the granting by the University of extended leaves of absence with or without compensation.

D. Resignation

A faculty member shall give prompt written notice of his resignation with its effective date to the Chancellor and to his department head. A professor or associate professor should ordinarily give not less than four months' notice and an assistant professor or instructor not less than three months' notice of resignation.

SECTION 4. DUE PROCESS BEFORE DISCHARGE OR THE IMPOSITION OF SERIOUS SANCTIONS

A. A faculty member, who is the beneficiary of institutional guarantees of tenure, shall enjoy protection against unjust and arbitrary application of disciplinary penalties. During the period of such guarantees the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty. These penalties may be imposed only in accordance with the procedures prescribed in this section. For purposes of these regulations, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to nonreappointment (Section 5) or termination of employment (Section 6).

B. The Chancellor or his delegate shall send the faculty member by registered mail, return receipt requested, a written statement of intention to discharge him. The statement shall include notice of the faculty member's right, upon request, to both written specification of the reasons for the intended

Retirement for reason of disability shall be in accordance with North Carolina statutes and regulations governing retirement for faculty who are members of the state retirement system. A faculty member who is not a member of the state retirement system and who is mentally or physically disabled but refuses to retire may be discharged because of that disability only in accordance with the procedures of this section.
APPENDIX III - PROMOTION/TENURE PORTFOLIO REQUIREMENTS

Please consider the below mentioned items as minimum directives (guidelines) for each portfolio for promotion and/or tenure. The following list of items must be included in each portfolio for promotion and/or tenure:

1. The “Recommendation on Change in Faculty Rank and/or Tenure” form

2. A current curriculum vitae indicating all educational backgrounds and professional experiences, publications (see below)

3. Written recommendations from
   a. the Dean;
   b. the Department Chairperson, if applicable;
   c. the Program Director, if applicable;

4. Confirmation that the assembled full/senior professors have been consulted in accordance with the university’s tenure policies and regulations;

5. The one-page “Personnel Recommendation Requiring Action By Board of Governors” (only for tenure recommendations);

6. The one-page “Personnel Recommendation Requiring Action By Board of Trustees” (for all tenure and/or promotion recommendations);

7. Supporting documentation
   a. evidence of effective teaching, including a summary of student ratings for at least the previous three years;
   b. copies of research articles and books (written within the last six years)
   c. notification or award letters for successful grant proposals;
   d. evidence of service (over the last six years)
The Faculty is committed to the creation of a community of humane and scholarly teachers. The criteria and guidelines below speak to the standards of scholarship and teaching effectiveness that must be reached in order to earn appointment to the Faculty and/or promotion within the School but do not address the responsibility of those who perform the evaluation. On an annual basis, the members of the Faculty Evaluation Committee shall provide to the Dean their assessment of individual faculty members who seek reappointment, promotion and/or tenure, and the Dean shall review and provide each faculty member with the results, augmented by the Dean’s own assessment. Evaluators shall consider the faculty member’s degree of success during the most recent year and during the cumulative period of employment by the School. Frank communication concerning each faculty member’s relative standing is an obligation dictated by a commitment to responsibility and collegiality that is a hallmark of the School of Library and Information Sciences.

The current North Carolina Central University evaluation system is used as the basis for determining merit, sustained professional development, and progress toward higher professional ranks.

All of the following criteria and guidelines govern faculty members who are appointed on or after January 1, 1979.

**CRITERIA**

The criteria for initial appointment to regular teaching and research faculty positions are the same as the criteria for promotion to that rank from within the School and follow below. However, in professional fields such as library and information sciences, it is sometimes preferable to appoint highly qualified persons who do not hold an earned doctorate in the field. In lieu of a doctorate, the following alternatives may be considered: recognized superior ability as a teacher, recognized scholarly abilities, distinguished service to the profession, major contribution to the profession, and an established
reputation in the profession at the state and national levels.

**INSTRUCTOR:** At least two years of library or information systems experience following the Masters degree and evidence of teaching potential are desired.

**ASSISTANT PROFESSOR:** A doctorate in library science, information science, or a relevant related subject area is desired and should, in general, be considered the necessary criterion for appointment. Evidence of promise in teaching and professional contribution must also exist.

**ASSOCIATE PROFESSOR:** A doctorate in library science, information science, or a relevant related subject area should, in general, be supplemented by five or more years of experience. Academic growth and professional contribution should be evidenced by a record of research, scholarly publication, and substantial service to the field by such means as, but not limited to, holding leadership positions in professional associations, offering addresses at professional meetings, conference and workshops, etc.

**PROFESSOR:** A doctorate in library science, information science, or a relevant related subject area should, in general, be supplemented by eight years or more of successful teaching and professional experience. Academic growth and professional contribution should be evidenced by a sustained record of research, scholarly publication, and very substantial professional service to the field by such means as, but not limited to, holding leadership positions in professional associations, offering addresses at professional meetings, conference and workshops, etc.

**GUIDELINES FOR APPOINTMENT**

1. Appointment shall imply that the appointee shows promise of effective teaching, interest in research, and a desire to serve the University, the state, and the profession at large. The difficulty of predicting future performance is recognized. Nevertheless, the executive officer of the School, the Faculty Evaluation Committee, and the Faculty as a whole should make every effort to discover confirming evidence supporting the candidate’s potential for meeting the School’s criteria for future promotion.

2. The potential faculty member should have a personality, which will ensure effectiveness in dealing with students and colleagues. The individual should demonstrate intellectual attainments, creativity, enthusiasm for his/her specialties, commitment to the profession in general, maturity of judgment, flexibility, and a willingness to make a contribution to the major programs of the School,
3. The School of Library and Information Sciences has a responsibility to see that its Faculty is sufficiently diversified to cover all essential areas of curriculum. Therefore, the teaching and research interests of a prospective faculty member should fit the needs of the School not only in terms of current curriculum demands, but also in its plans for future development. It should be kept in mind that highly qualified persons, with all requisite and desirable traits, might have to be rejected because their areas of interest and teaching specialties are already represented within the Faculty.

4. Appointment shall be based on the professional, academic, and personal qualifications of the potential faculty member, without regard for such attributes as race, religion, sex, age or country of origin.

**GUIDELINES FOR PROMOTION**

To warrant promotion to associate or full professor, a faculty member must have shown superior ability in the areas of teaching and research. While all faculty members are expected to engage in professionally related public service activities, participation in these activities cannot substitute for superior ability in the areas of teaching and research.

**I. Teaching**

Effective teaching is a basic criterion for promotion in the School of Library and Information Sciences. Although the School recognizes the difficulties inherent in measurement of effective teaching, it is nevertheless essential that such evaluations be made a regular part of review and consideration. The following factors should be given careful consideration:

A. Knowledge of the subject
B. Skill in presentation and motivation
C. Interest in students
D. Ability to stimulate student thought
E. Devotion to teaching
F. Creative and imaginative teaching method and style
G. Leadership in curriculum development
H. Teaching load, with consideration of the contribution made in terms of that load, i.e., the
number of classes taught and the number of students served

I. Teaching outside the School and participation in multidisciplinary instructional programs and courses

J. Contribution to continuing education institutes, workshops and courses

K. Supervision of field experiences

L. All other aspects of teaching specialties.

A faculty member’s continuing and substantial contribution to the teaching function of the School should be a significant factor in considering promotion.

II. Research and Publication

It is highly desirable that all members of the Faculty be persons of scholarly ability and attainments. Their qualifications are to be evaluated on the basis of their published and other creative work, the range and variety of their intellectual interests, their success in training graduate and professional students in scholarly methods, their participation in professional associations, and their editing of professional journals.

In evaluating a faculty member’s publications, careful attention should be given to the quality and the relationship to the individual’s teaching specialties. Emphasis should be given to those works, which are genuine contributions to knowledge. Publications in the form of book reviews, textbooks and contributions to the published proceedings of continuing education institutes, workshops, etc., should also be taken into account.

III. Service

Service within the School, to other units of the University, to the state and nation, to professional organizations, and to the library profession as a whole is important in assessing the total contribution of the faculty member. Examples of important service to the library profession at large and to the State of North Carolina include: holding of office or committee membership in professional associations (and relating all contributions of substance made in that office); service in the University community; and professionally related public service.

IV. General, Measures of Evidence for Reappointment, Merit, Promotion, and Tenure

1. The minimum criterion for reappointment is adequate performance in teaching, research,
A faculty member who has consistently received a rating of three (GOOD) meets the minimum criterion for reappointment. The NCCU evaluation system defines a rating of GOOD as having performed generally adequately and definitely acceptable. This rating is given when the faculty member performs at a level, which corresponds with the expectation for most faculty members.

2. Recommendations for annual merit increases are based on exceptional performance as evidenced by research, publication, professional activity, professionally related public service, teaching effectiveness, and department and/or university service. A faculty member receiving an annual merit increase must receive a rating of at least four (VERY GOOD). The NCCU evaluation system defines VERY GOOD as having performed above average with respect to the trait or standard. This rating is given when a faculty member demonstrates above average talent and effort.

3. The minimum criterion for promotion to, and/or tenure at the Associate Professor level is three to six publications related to the professor’s teaching specialties, taking into consideration single or multiple authorship, degree of research involvement, and reputation of the journal or publishing house.

4. The minimum criterion for promotion to, and/or tenure at the Professor level is seven to ten publications related to the professor’s teaching specialties, taking into consideration single or multiple authorship, degree of research involvement, and reputation of the journal or publishing house.

Adopted by the Faculty

8 November 1978

Revised by the Faculty

23 February 1989

6 February 1999

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Benjamin F. Speller, Jr.

Dean
RPT Portfolio Guidelines

The following guidelines were developed by the NCCU Personnel Committee to reduce duplicate and excessive information and to standardize the faculty portfolios presented at all levels. The faculty member is responsible for the documentation and authenticity of all materials presented in the portfolio.

1. The portfolio must be only in a one volume binder with a cover page indicating what the faculty member is requesting.
   a. Portfolios for the 1st and 2nd one year reappointments should be presented in a one inch binder and the cover should read as follows:

      1st or 2nd One Year Reappointment Portfolio  
      Faculty Name  
      Department  
      School or College  
      Date

   b. Portfolios for the 1st and 2nd three year reappointments should be presented in a two inch binder and the cover should read as follows:

      1st or 2nd Three Year Reappointment Portfolio  
      Faculty Name  
      Department  
      School or College  
      Date

   c. Portfolios for promotion or tenure should not exceed a four binder and the cover should read as follows:

      Promotion or Tenure Portfolio  
      Faculty Name  
      Department  
      School or College  
      Date

2. Portfolios must contain all of the required RPT Forms completed by school or college dean.

3. All faculty members should have a copy of the most recent RPT Criteria for their department or school. The portfolio must meet the requirements set forth in that document.

(Approved April 2008 by the NCCU Personnel Committee)
PORTFOLIO REQUIREMENTS FOR REAPPOINTMENT/PROMOTION/TENURE CHECK SHEET

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<td>2. A current curriculum vitae indicating all educational and professional experience, publications, etc.</td>
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PERSONNEL ACTION REQUIRING APPROVAL OF THE PRESIDENT OR BOARD OF GOVERNORS

This form is designed for submitting all personnel requests that require approval of the President or BOG. This form can be found at: http://www.northcarolina.edu/content.php/hr/uniform.htm

Name of Institution: _____________________________________________________________

Name of Appointee: _____________________________________________________________

Department: ___________________________ College: ________________________________

Current UNC Rank or Title: ______________________________________________________
(if applicable)

Proposed Rank or Title: _________________________________________________________

Indicate Type of Action: (select all that apply)

- Administrative Appointment: ☐
- Reappointment: ☐
- New Faculty Appointment: ☐
- Conferral of Tenure: ☐
- Promotion: ☐
- *Salary Increase of 15% AND $10,000 or more: ☐
- Other: (describe) ____________________________________________________________
- Distinguished Professorship: (provide name of professorship) ________________________

Effective Date of Action: ____________________________

Contract Period: Administrative Appointment: 9 mo. ☐ 12 mo. ☐
Faculty Appointment: 9 mo. ☐ 12 mo. ☐

Salary: $ ____________________ Source(s): State Funds: $ ____________________
*Non-State Funds: $ ____________________
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Justification for Salary increase of 15% AND $10,000 or more (For ALL other actions, please complete items 1-7):

Salary as of June 30, 2006: $ _________
Current Salary: $ _________
Proposed Salary: $ _________
Percentage of Increase: _________ %

Source(s): State Funds: $ _________
*Non-State Funds: $ _________
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable): $ _________ to $ _________

Page 1 of 2
1. Education Background: (indicate degree, date earned and institution, note additional study & training)

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)

3. Scholarly & Creative Activities:

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td></td>
</tr>
<tr>
<td>Edited Book</td>
<td></td>
</tr>
<tr>
<td>Chapter</td>
<td></td>
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<tr>
<td>Refereed Journal Article</td>
<td></td>
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<tr>
<td>Other Journal Article</td>
<td></td>
</tr>
<tr>
<td>Juried Performance/Show</td>
<td></td>
</tr>
<tr>
<td>Non-Juried Performance/Show</td>
<td></td>
</tr>
<tr>
<td>Other (please provide description)</td>
<td></td>
</tr>
</tbody>
</table>

4. Prior Recommendations/Personnel Actions:
(please check appropriate responses)

<table>
<thead>
<tr>
<th>Source</th>
<th>Recommended</th>
<th>Not Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair/Head</td>
<td></td>
<td></td>
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<tr>
<td>Dean/Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost/Vice Chancellor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Trustees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Membership in professional organizations:

Professional service on campus:

7. Professional service off campus:
PERSONNEL ACTION REQUIRING APPROVAL OF THE PRESIDENT OR BOARD OF TRUSTEES

Name of Institution: ________________________________

Name of Appointee: ________________________________

Department: __________________ College: __________________

Current UNC Rank or Title: __________________ Proposed Rank or Title: __________________

*Salary Increase of 15% AND $10,000 or more: □

Indicate Type of Action: (select all that apply)

Administrative Appointment: □ Reappointment: □
New Faculty Appointment: □ Conferral of Tenure: □
Promotion: □

*Salary Increase of 15% AND $10,000 or more: □

Other: (describe) ________________________________

Distinguished Professorship: (provide name of professorship) ________________________________

Effective Date of Action: ________________________________

Contract Period: Administrative Appointment: 9 mo. □ 12 mo. □

Facility Appointment: 9 mo. □ 12 mo. □

Salary: $________________ Source(s): State Funds: $________________ *Non-State Funds: $________________

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.).

Justification for Salary increase of 15% AND $10,000 or more (For ALL other actions, please complete items 1-7):

<table>
<thead>
<tr>
<th>Salary as of June 30, 2006: $</th>
<th>Current Salary: $</th>
<th>Proposed Salary: $</th>
<th>Percentage of Increase: ___ %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source(s): State Funds: $</td>
<td>*Non-State Funds: $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable): $ __________________ to $ __________________
REQUEST FOR ACADEMIC PERSONNEL ACTION  
NORTH CAROLINA CENTRAL UNIVERSITY

For specific submission dates to the Office of the Provost, see the Schedule of Academic Personnel Actions. No written notification may be given to the individual until the process has been completed and the Provost has notified the Dean.

**TO BE COMPLETED BY THE DEAN OR DEPARTMENT CHAIR**

<table>
<thead>
<tr>
<th>College/School</th>
<th>Department:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Name of individual: | Title/Rank: | Years in Rank at NCCU: |

<table>
<thead>
<tr>
<th>Classification</th>
<th>Fixed-term</th>
<th>Date First Appointed at NCCU</th>
<th>Rank at Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Faculty</td>
<td>Faculty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Years (e.g., 62-63) in similar position not at NCCU (after earning most recent degree):

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Years</th>
<th>Name of Institution</th>
<th>Years</th>
</tr>
</thead>
</table>

Institutions conferring earned degrees and year conferred:

<table>
<thead>
<tr>
<th>Baccalaureate</th>
<th>Year</th>
<th>Master's</th>
<th>Year</th>
<th>Doctorate</th>
<th>Year</th>
</tr>
</thead>
</table>

**ACTION REQUESTED.** Complete a separate form if two separate actions are requested (e.g. tenure and promotion to Full Professor) and indicate if a second form is being submitted.

- Two forms have been submitted for this individual

- Promotion to Associate Professor
- Tenure only for Associate Professor
- Promotions to Full Professor
- Tenure only for Full Professor
- For untenured Associate

<table>
<thead>
<tr>
<th>Faculty</th>
<th>1st year</th>
<th>2nd year</th>
<th>4th year</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>Probationary Review</td>
<td>Probationary Review</td>
<td>Probationary Review</td>
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</tbody>
</table>

- Renew appointment for one year
- Renew appointment for two years
- Renew appointment for three years

- Other action (describe)

**RECOMMENDATION:** Each level must attach a statement of the candidate's strengths and weaknesses. Include both minority and majority views. These committee reports must be signed by all participants.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>RECOMMENDATION OF</th>
<th>APPROVED</th>
<th>DENY</th>
<th>SIGNATURE (Committee Chair where appropriate)</th>
<th>DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department Committee</td>
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<tr>
<td>2</td>
<td>Department Chair</td>
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<tr>
<td>3</td>
<td>College/School Committee</td>
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<tr>
<td>4</td>
<td>College/School Dean</td>
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<tr>
<td>5</td>
<td>University Committee</td>
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<tr>
<td>6</td>
<td>Provost</td>
<td></td>
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</tbody>
</table>

**UNIVERSITY ACTION**

**DATE PROVOST'S LETTER SEND:**

**VERIFIED BY:**

**DISTRIBUTION (after Provost's action):**

- Original – Provost file
- Yellow – Return to Dean
- Pink – Return to Department Chair
North Carolina Central University

COLLEGE/SCHOOL COMMITTEE

RECOMMENDATION FORM

Faculty Member: Date:

Application for:

- Multi Year Reappointment
- Post Tenure Review
- Reappointment as Visiting Lecturer
- One Year Reappointment
- Promotion and Tenure
- Tenure
- Promotion

Recommendation:

- The above candidate exceeds the minimum requirements.
- The above candidate meets the minimum requirements.
- The chair should make a strong recommendation that this faculty member show real productivity in the scholarly research area as a prerequisite for another contract and tenure.
- The above candidate does not meet the minimum requirements.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Not Approved</th>
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<th>Not Approved</th>
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<tbody>
<tr>
<td>Print Name</td>
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<td>Date signed</td>
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<td>___________________</td>
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</tbody>
</table>

Revised: August 2007
Instructions: Please use this form for your individual review and notation for the portfolio. Sign this form in addition to the official document found in the front cover of the portfolio.

Faculty Member: Date:

Application for:

- Multi Year Reappointment
- Post Tenure Review
- Reappointment as Visiting Lecturer
- One Year Reappointment
- Promotion and Tenure
- Tenure
- Promotion

Recommendation:

Strengths:

Weaknesses:

- Approved
- Not Approved

Committee Member

Telephone

Date signed

Revised: August 2007
North Carolina Central University

DEPARTMENT/DIVISION COMMITTEE

RECOMMENDATION FORM

Faculty Member: 

Date: 

Application for:

☐ Multi Year Reappointment  ☐ Post Tenure Review  ☐ Reappointment as Visiting Lecturer

☐ One Year Reappointment  ☐ Promotion and Tenure  ☐ Tenure  ☐ Promotion

Recommendation:

☐ The above candidate exceeds the minimum requirements.

☐ The above candidate meets the minimum requirements.

☐ The chair should make a strong recommendation that this faculty member show real productivity in the scholarly research area as a prerequisite for another contract and tenure.

☐ The above candidate does not meet the minimum requirements.

☐ Approved  ☐ Not Approved

Print Name ____________________________
Signature ______________________________
Date signed ____________________________

☐ Approved  ☐ Not Approved

Print Name ____________________________
Signature ______________________________
Date signed ____________________________

☐ Approved  ☐ Not Approved

Print Name ____________________________
Signature ______________________________
Date signed ____________________________

☑ Approved  ☐ Not Approved

Print Name ____________________________
Signature ______________________________
Date signed ____________________________

Revised: August 2007
North Carolina Central University
University Personnel Committee
REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE

INDIVIDUAL RECOMMENDATION FORM

Instructions: Please use this form for your individual review and notation for the portfolio. Sign this form in addition to the official document found in the front cover of the portfolio.

Faculty Member: 

Application for:

☐ Multi Year Reappointment  ☐ Post Tenure Review  ☐ Reappointment as Visiting Lecturer
☐ One Year Reappointment  ☐ Promotion and Tenure  ☐ Tenure  ☐ Promotion

Recommendation:

Strengths:

Weaknesses:

☐ Approved  ☐ Not Approved

Committee Member

Telephone

Date signed

Revised: August 2007
Faculty Reappointment Process

Instructor
Faculty member may be reappointed for 6 one year terms after initial one year appointment.
1st one year term - Notify of reappointment decision 90 days before end of year - Portfolio required
2nd one year term - Notify of reappointment decision 180 days before end of year - Portfolio, required
3rd one year term - Notify of reappointment decision before end of 3rd year term - Portfolio required
4th, 5th and 6th year terms - Notify of reappointment decision before end of each year - Portfolios required each year.

Decision maybe to reappoint for a 1 year term, to promote to assistant professor, to appoint for a fixed term or not to reappoint. Promotion from instructor to assistant professor constitutes an initial appointment at the assistant professor rank.

Assistant Professor
A faculty member with the initial appointment of assistant professor is initially appointed for a 1 year term.
1st one year term - Notify of reappointment decision 90 days before end of term - Portfolio required
2nd one year term - Notify of reappointment decision 180 days before end of year - Portfolio required
1st three year - Notify before end of 2nd year of first three year term - Portfolio required 2nd year of term
2nd three year - Notify before end of 2nd year of second three year term - Portfolio 2nd yr of term (year 7)

Promotion from assistant to associate professor constitutes an initial appointment to the three year term as an associate professor. At end of 2nd three year term faculty member must be recommended for tenure or not reappointed.

Associate Professor
A faculty member with an initial appointment of associate professor is appointed for:
1st one year term - Notify of reappointment decision 90 days before end of term - Portfolio required
2nd one year term - Notify of reappointment decision 180 days before end of year - Portfolio required
A three year term - Notify of reappointment decision before end of 2nd year of term - Portfolio required
second year of three year term (Year 4). Faculty member must be recommended for tenure or informed of the decision not to reappoint before the end of the 2nd year of the three year term.
Promotion from associate professor to full professor confers permanent tenure.

Professor
A faculty member who is initially appointed at the rank of professor is appointed for a three year term. The faculty member must be notified whether he or she is to being recommended for permanent tenure before the end of the 2nd year of the term. A faculty member not granted permanent tenure will be notified of the decision not to reappoint. A portfolio must be submitted during the second year of the 3rd year term.