



Special Called Meeting

June 25, 2024 | 3:00 p.m. | Veterans Hall Conference Room 3533 | Zoom

AGENDA

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|------|---|---|
| (1) | Call to Order | Chair Carlton Fisher |
| (2) | Statement from State Government Ethics Act | Chair Carlton Fisher |
| (3) | Roll Call | Assistant Secretary to the Board Jennifer Groves |
| (4) | Advance Planning Authority: Parking Deck III | Associate Vice Chancellor for Facilities Mark Morgan |
| (5) | Advance Planning Authority: Student Housing Village Phase III | Associate Vice Chancellor for Facilities Mark Morgan |
| (6) | Faculty Workload Policy | Provost James J. Winebrake |
| (7) | Distinguished Professorship Vacancy Notification | Provost James J. Winebrake |
| (8) | Closed Session | Chair Carlton Fisher |
| (9) | Resumption of Public Session and Action on Items from Closed Session | Chair Carlton Fisher |
| (10) | Old Business | Chair Carlton Fisher |
| (11) | New Business | Chair Carlton Fisher |
| (12) | Adjournment | Chair Carlton Fisher |

AGENDA ITEM

Advanced Planning Authority: Parking Deck III

Situation:

The University is interested in developing a third parking deck “Parking Deck III” which would be located in the northwestern quadrant of main campus and provide convenient access to several buildings – including, but not limited to, the new Welcome Center, Randall Library, and Kenan Auditorium.

Background:

As indicated through the campus master planning process, additional parking in the northwestern portion of campus is needed to better accommodate future growth and enable the development of campus. Benefits offered through a third parking deck in this area include, but are not limited to:

- Making parking more intuitive and accessible for visitors
- Increasing parking capacity for all users
- Improving campus aesthetics
- Reducing traffic congestion on central campus
- Enhancing ability to control access as needed to accommodate special events

Assessment:

Advanced planning authority is needed to allow applicable planning activities to proceed.

Action:

This requires a vote by the Board of Trustees.

Supporting Documentation:

Facilities Update and Action Item PowerPoint Presentation

AGENDA ITEM

Advanced Planning Authority: Student Housing Village - Phase III

Situation:

The University is interested in developing a third phase of the Student Housing Village “Student Housing Village Phase III” which we anticipate siting on, or proximate to, the land being vacated through the demolition of Galloway Hall.

Background:

As indicated through the campus master planning process, new housing is needed in the southern portion of campus to better accommodate future growth and to appropriately meet students’ needs and expectations. Benefits offered by providing new housing facilities will include, but are not limited to:

- Improved student experience (by providing access to modern amenities)
- Enhanced student engagement
- Greater convenience and access to applicable student services
- Reducing housing backlog

Assessment:

Advanced planning authority is needed to allow applicable planning activities to proceed.

Action:

This requires a vote by the Board of Trustees.

Supporting Documentation:

Facilities Update and Action Item PowerPoint Presentation.

Facilities Action Items BOT Special Meeting

June 25, 2024



UNIVERSITY of
NORTH CAROLINA
WILMINGTON

BOARD of TRUSTEES

Advance Planning Authority: Parking Deck III

Bottom-line: The University is interested in developing a third parking deck “Parking Deck III” which would be located in the northwestern quadrant of main campus and provide convenient access to a number of buildings – including, but not limited to, the new Welcome Center, Randall Library, and Kenan Auditorium.

Background: As indicated through the campus master planning process, additional parking in the northwestern portion of campus is needed to better accommodate future growth and enable the development of campus. Benefits offered through a third parking deck in this area include, but are not limited to:

- Making parking more intuitive and accessible for visitors
- Increasing parking capacity for all users
- Improving campus aesthetics
- Reducing traffic congestion on central campus
- Enhancing ability to control access as needed to accommodate special events

Action Item 1: Advance Planning Authority for Parking Deck III

Budget: Not to exceed \$750,000

Source: Parking / Transportation fund balance (for advanced planning portion only)

Action Item: **The University requests Board of Trustees approval to perform advanced planning in support of Parking Deck III in an amount not to exceed \$750,000.**



Advanced Planning Authority: Student Housing Village - Phase III

Bottom-line: The University is interested in developing a third phase of the Student Housing Village “Student Housing Village Phase III” which we anticipate siting on, or proximate to, the land being vacated through the demolition of Galloway Hall.

Background: As indicated through the campus master planning process, new housing is needed in the southern portion of campus to better accommodate future growth and to appropriately meet students’ needs and expectations. Benefits offered by providing new housing facilities will include, but are not limited to:

- Improved student experience (by providing access to modern amenities)
- Enhanced student engagement
- Greater convenience and access to applicable student services
- Reducing housing backlog

Action Item 2: Advance Planning Authority for Student Housing Village - Phase III

- Budget:** Not to exceed \$750,000
- Source:** Housing fund balance (for advanced planning portion only)
- Action Item:** **The University requests Board of Trustees approval to perform advanced planning in support of Student Housing Village - Phase III in an amount not to exceed \$750,000.**





Questions

AGENDA ITEM

New UNCW Policy on Faculty Workload, provided by Dr. James J. Winebrake, Provost and Vice Chancellor for Academic Affairs.

Situation:

In partnership with the Faculty Senate, the Office of the Provost has developed a new institutional policy on faculty workload, to meet new UNC System Office (SO) requirements. Per the new UNC Policy 400.3.4 and UNC Regulation 400.3.4[R] VI.A, this institutional policy requires Board of Trustees approval.

Background:

The UNC SO distributed new regulation related to faculty workload (UNC Policy 400.3.4) this spring. In response to this regulation, a UNCW Faculty Senate Ad Hoc Committee drafted new institutional guidelines on faculty workload, which were endorsed by Faculty Senate in April 2024. From those guidelines, a new institutional policy has been developed and is now brought to the Board of Trustees for approval.

Assessment:

n/a

Action:

This item requires a vote by the Board of Trustees and is recommended for approval.

Supporting Documentation:

UNCW Policy on Faculty Workload

UNC Policy 400.3.4

UNC Regulation 400.3.4[R]

01.XXX University of North Carolina Wilmington Policy on Faculty Workloads

Authority: Provost and Vice Chancellor for Academic Affairs

History: Adopted xx/xx/xxxx

Source of Authority: UNC System Policy 400.3.4, 400.3.4[R], *UNCW Faculty Differentiated Workload Guidance Document* (April 2024)

Related Links: [Policy on Faculty Workload](#); [Regulations on Faculty Workload](#); [UNCW Faculty Differentiated Workload Guidance Document](#)

Responsible Office: Office of the Provost

1 Purpose

This policy articulates expectations for faculty workload plan development at the University of North Carolina Wilmington (“UNCW” or the “University”). The policy establishes a “differentiated faculty workload” model that meets the needs of our students, faculty, academic units (AU), and other stakeholders.

This policy complies with UNC System Policy 400.3.4 and its implementing regulation 400.3.4[R], which requires each UNC System school to (1) create, publish, and monitor AU workload requirements; (2) use a consistent method for collecting data about academic workloads; and (3) implement an annual faculty performance evaluation policy that measures and rewards all aspects of faculty workload. The policy is also informed by the *UNCW Faculty Differentiated Workload Guidance Document* endorsed by the UNCW Faculty Senate on April 16, 2024.

2 Scope

All full-time faculty members, regardless of contract length, must have a workload plan. Faculty who are employed on less than a nine-month annual basis or are less than full-time may have a workload plan if directed by the Academic Unit Supervisor (AUS). Each faculty member’s workload plan should be developed in consultation with and approved by the AUS and by that AU’s dean or designee, as necessary. Workload plans should account for 100% workload expectations. Faculty who are in leave-earning positions may have an annual workload plan by request or by supervisor direction.

3 Policy

3.1 Faculty Workload

The overall workload of UNCW faculty typically includes teaching (broadly defined); research, scholarship, and creative activity; and service. Community engagement activities may be integrated into each of these areas.

Each college and AU shall establish equitable and fair workload policies for faculty that advance UNCW’s academic mission, recognize the variety of workload areas to which faculty contribute, and maintain compliance with UNC System Policy on Faculty Workload (400.3.4). These

workload policies shall also follow the guidance found in the *UNCW Faculty Differentiated Workload Guidance Document* endorsed by the UNCW Faculty Senate.

3.2 Faculty Workload Expectations

UNCW embraces a differentiated workload policy to help create a transparent, equitable, efficient, and effective process for setting expectations for faculty workload. Consistent with the *UNCW Faculty Differentiated Workload Guidance Document* and the UNC System Office Policy 400.3.4 and 400.3.4[R], each college and AU shall establish clear policies that set faculty workload guidelines consistent with the missions of the university, college, and AU. These policies shall be approved by the Provost and Vice Chancellor for Academic Affairs.

Each college and AU policy shall implement a differentiated workload policy that: (1) establishes typical percentages of effort for teaching; research, scholarship, and creative activity; and service and other-directed professional activity for faculty; and (2) provides guidelines for when deviations from those typical percentages are necessary. Although this policy provides flexibility for the college policies, colleges should use the standard that a traditional three credit hour lecture course typically equates to 10% of a faculty member's annual workload. This teaching effort along with other routinely expected faculty duties together will constitute a full workload and a 1.0 FTE appointment. In the absence of an AU policy, the college policy will take precedence until the AU policy is established and approved.

4 Roles and Responsibilities

4.1 University Level

The Provost and Vice Chancellor for Academic Affairs shall:

- Assign responsibility for developing college and AU-level faculty workload policies to the Deans.
- Review and approve these workload policies in the context of the University and UNC System policies.

4.2 College Level

Deans shall:

- Develop college-level faculty workload policies in consultation with college leadership.
- Submit these policies for review and approval by the Provost and Vice Chancellor for Academic Affairs.
- Review and approve AU-level faculty workload policies and any significant departures from college policies.
- Ensure college policies include the Dean's review and approval of faculty workload plans and any substantive adjustments to those plans.

4.3 Department Level

Department Chairs/School Directors shall:

- Develop unit-level faculty workload policies and criteria for teaching loads that are consistent with university- and college-level policies.

- Submit unit-level faculty workload policies for review and approval to the Dean or the Dean's designee.
- Work with faculty to establish individual workload plans consistent with the scope and purpose of this policy.

5 Creating, Approving, and Using Faculty Workload Plans

Each faculty member within the scope of this policy works with their AUS to develop a mutually agreed upon workload plan. For faculty with appointments in more than one AU, the AUS (or Dean as appropriate) of the unit where the faculty member has their primary appointment is responsible for planning the faculty member's workload in consultation with the heads of the other appointing units.

The workload plan has many purposes, as outlined in the *UNCW Faculty Differentiated Workload Guidance Document*. Key aspects of the workload plan and its development process include:

- Providing transparent expectations for faculty activity for a given academic year across teaching; research, scholarship, and creative activity; and service, with percentage allocations consistent with *UNCW Faculty Differentiated Workload Guidance Document*.
- Serving as a guide for professional development activities and activities that will help faculty achieve success in teaching; research, scholarship, and creative activity; and service, as well as in their next personnel action.
- Ensuring the needs of the AU are met and that faculty work is aligned with that mission.
- Establishing a guide for annual review and evaluation for individual faculty.
- Identifying faculty activities across an AU to ensure equitable, sustainable, and productive work activities within that AU.

Development of the faculty workload plan follows an annual process that also includes an annual performance evaluation that considers faculty accomplishments compared to the workload plan from the previous year. The steps involved in the development of a workload plan include

- Faculty self-assessment of previous year's activities compared to the previous year's workload plan (submitted to AU supervisor).
- Faculty development of a draft workload plan for the following year (submitted to AUS).
- AUS and faculty to finalize annual review and approve the new workload plan. Faculty with appointments in more than one department shall have their workload plan approved by the AUS for their primary appointment in consultation with the AUS of the other appointing unit.
- Approval of the workload plan by the dean (or designee).
- Faculty revision of the annual workload plan, if necessary, during the academic year in consultation with the AUS.

Deans are responsible for establishing the schedule for the above activities; however, workload plans typically should be finalized and approved by the dean no later than September 30 each year. Faculty hired after the beginning of the academic year will have 60 days after the start of their appointment to develop a workload plan and get approval from their respective AUS and Dean.

6 Monitoring and Reporting on Faculty Workloads

6.1 Data Collection

To comply with UNC System Policy 400.3.4, UNCW collects institutional data from official sources for reporting purposes related to faculty workload. These data are aggregated at the AU, college, and institutional level. The methodology used for reporting will be reviewed, updated, and documented to ensure accuracy no less frequently than every five years. This methodology will be captured in a corresponding regulation document to be established during the 2024/25 academic year.

6.2 Timeline for Review, Approval, and Distribution of Annual Report

Per UNC System Policy 400.3.4, UNCW must prepare an annual report of the previous year's activity and submit it to the UNCW Board of Trustees for review and approval. That report must be approved by the Board of Trustees by September 30 each year, and UNCW must provide a copy of the approved report to the UNC System President by October 15 each year. Given these timelines, UNCW's Office of Institutional Research and Planning (IRP) shall produce the report for review by AU supervisors, deans, and the provost by September 1 each year.

All faculty must be included in the annual report, regardless of whether they submit an annual workload plan. The annual report must include, at minimum, the following quantitative data elements for monitoring faculty workloads, disaggregated to the AU, college, and institutional levels:

- The percentage of faculty efforts across the three categories of teaching; research, scholarship, and creative activity; and service. These percentages must total 100% when taken together over the course of an academic year.
- Organized course sections taught.
- Student credit hours produced.
- Faculty contact hours.
- Metrics related to research/scholarship/creative activity.
- Service rendered in the previous academic year.
- Analysis of faculty FTE allocations by teaching; research/scholarship/creative activity, and service.

Other qualitative and/or contextual information about faculty efforts as determined by the institution may also be submitted in the annual report.

The annual report also must include information describing the University's process for:

- Implementing UNC System Policy 400.3.4 and 400.3.4[R].
- Evaluating individual faculty workloads relative to UNC System Policy 400.3.4 and 400.3.4[R]

7 Training

Per UNC System Policy 400.3.4, UNCW and UNC System Regulation 400.3.4[R], the institution will provide regular training of all personnel involved in the development and review of faculty annual workplans.

8 Periodic Review

UNCW shall review this institutional policy at least every five years and submit a copy of that review and any changes made to the UNC System President.

[END]

Policy on Faculty Workload

I. Purpose. Faculty are the core means by which the University of North Carolina (UNC) System fulfills its statutory mission to "...discover, create, transmit, and apply knowledge."ⁱ Faculty apply advanced training and education towards teaching, research/creative activity, and service in support of the mission of their individual constituent institution and the broader UNC System mission. The Board of Governors has an obligation to ensure that the constituent institutions are deploying and monitoring faculty workloads in a consistent, efficient, and effective manner across the UNC System.

A. Faculty are critical for advancing the quality and impact of the UNC System and its constituent institutions. Faculty hold primary responsibility for designing and implementing curricula and academic programs; facilitating student success; engaging in research/creative activity; providing service to their disciplines and their communities; and enhancing the quality of life for North Carolinians. Faculty workload policies should acknowledge each of these areas and recognize faculty members' contributions to each.

B. North Carolina G.S. 116-1(b) specifies that the mission of the UNC System "...is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is accomplished through instruction, which communicates the knowledge and values and imparts the skills necessary for individuals to lead responsible, productive, and personally satisfying lives; through research, scholarship, and creative activities, which advance knowledge and enhance the educational process; and through public service, which contributes to the solution of societal problems and enriches the quality of life in the State." Faculty workload policies should take into account faculty members' contributions towards the University's mission.

Additionally, the Board has previously established the expectation that teaching "...should be the first consideration of all UNC institutions" in evaluating faculty.ⁱⁱ As such, teaching responsibilities shall serve as the core requirement and foundation of each constituent institution's faculty workload policy.

C. The Board of Governors has delegated to the boards of trustees of the constituent institutions the authority to adopt personnel policies for personnel in all categories of university employment, including policies governing academic tenure and promotion.ⁱⁱⁱ

II. Required Institutional Faculty Workload Policies.

A. Each UNC System institution shall develop policies and procedures implementing the provisions of this policy. Institutional policies shall be developed by the chancellor and provost, approved by the institutional board of trustees, and then approved by the president. Each constituent institution shall establish, publish, and monitor specific academic unit workload requirements that are consistent within the institution and across system institutions. All

workload decisions should be made with educational mission, student success, and financial implications in mind.

B. Responsibility for the successful implementation of the institutional faculty workload policies shall be shared among the following stakeholders:

1. Boards of Trustees shall be responsible for ensuring the constituent institution is implementing a faculty workload policy that advances the institution's mission, fosters student success, and ensures financial sustainability.
2. Chancellors and Provosts shall be responsible for developing institutional policies and ensuring that all colleges, schools, departments, and other units develop and implement faculty workload and evaluation procedures that comply with the institutional policy in a fair and consistent manner, with consideration of the institution's mission and the prudent stewardship of fiscal resources.
3. Deans and Department Chairs^{iv} shall be responsible for working directly with faculty to establish individual workloads that support institutional and strategic objectives in alignment with institutional policies, procedures, resources, and mission.
4. Faculty share in the responsibility of ensuring their workloads are consistent with the 1.0 FTE requirement.

C. Institutions are responsible for ensuring that individuals serving in a supervisory capacity effectively carry out the duties identified in this policy. Individuals serving in a supervisory capacity should have the training and skills necessary to fulfill this responsibility. Institutions are responsible for having a process for reviewing and assessing workload assignments.

III. Required Components of Faculty Workload Policies.

Each constituent institution shall ensure that their faculty workload policies and procedures address the following:

A. Workload Expectations. Each full-time faculty member shall engage in approved work that totals to 1.0 Full-Time Equivalency (FTE). Institutional policies shall identify the process for establishing individual faculty workload expectations in accordance with the respective missions of each institution and the university. Faculty members have responsibility for teaching, research/creative activity, and service.

1. Teaching. Consistent with G.S. 116-1(b), teaching and instruction are the central responsibilities of the UNC System and form a critical base of workload expectations for faculty. In addition to organized courses, the faculty member's instructional workload also includes other instructional efforts such as developing materials for a new course, updating materials for an existing course, developing courseware or other materials for technology-based instruction, supervising undergraduate research and masters' theses and doctoral dissertations, directing students in co-curricular activities such as plays, preparing and equipping new laboratories, supervision of teaching assistants, supervision

of internships, academic advising, mentoring, and other activities that support student success.

2. **Research/Creative Activity.** Faculty members, particularly at constituent institutions whose overall missions include research, engage in the work of discovering, disseminating, and applying knowledge and professional expertise. These activities may include (but are not limited to) working in laboratories and studios, conducting empirical and/or theoretical research, engaging in development or translational work, and/or producing creative works. Toward that end, faculty write articles, monographs, and grant proposals, edit scholarly journals, prepare juried art exhibits, direct centers and institutions, or perform in plays, concerts, or musical recitals. Institutional policies shall specify the means and extent by which research/creative activity responsibility counts towards a faculty member's total workload. These research/creative activities have significant implications for teaching. They enable faculty members to design course materials that reflect the state-of-the-art and cutting-edge knowledge in their respective fields.

3. **Service.** As a public university, the UNC System provides substantial benefits to the people and State of North Carolina. Faculty members engage in service that advances the work of the institution and the institution's role in supporting North Carolina. Service work of faculty may include activities which enhance the scholarly life of the university or the discipline, improve the quality of life or society, or promote the general welfare of the institution, professional and academic societies, the community, the state, the nation, or international community. Faculty members may also be assigned administrative responsibilities, including but not limited to, department chair/head, program director, and center director. Institutional policies shall specify the means and extent by which administrative responsibilities count towards a faculty member's total workload.

As teaching and instruction are the primary mission of the constituent institutions, teaching shall serve as the first component of determining faculty workload expectations. In general, a teaching load of 24 credit hours (or equivalent contact hours) per academic year, along with routinely expected faculty duties such as advising, committee work, and professional development together constitute a full workload and a 1.0 FTE appointment. Faculty members holding additional responsibilities for research/creative activities and service as identified in their annual work plan can have their teaching workload adjusted on a commensurate basis.

Differential teaching loads may be authorized in recognition of differing individual circumstances including student success considerations, course level (bachelors, master's, doctoral), course pedagogies, programmatic accreditation requirements, team-taught courses, research productivity, time bought out by external grants, significant administrative or service assignments, significant advising responsibilities, or other activities aligned with the institution's mission and/or critical to student success as provided for in this policy and identified in the faculty member's annual work plan.

B. **Annual Work Plan.** Each faculty member shall work with their dean or department chair to develop a work plan for the upcoming academic year, in alignment with the institution's workload expectations and the needs of the academic department, college/school, or institution.

Institutional policies shall provide for the definition of the academic year, with both 9- and 12-month options available. The work plan shall identify the specific outputs and efforts a faculty member is expected to complete in the next academic year, recognizing that those items may be part of long-term or multi-year initiatives. The specific goals of the work plan should build towards and align with the expectations of the next summative/comprehensive review that a faculty member undergoes (e.g., reappointment, promotion, tenure, post-tenure review). The work plan shall include expectations for teaching, research/creative activity, and service via percentage time allocations that equal the faculty member's FTE status.

C. Annual Evaluation. Each faculty member shall engage in an annual review with their department chair/head. As part of that annual review, the department chair/head shall review the work of the faculty member relative to their approved work plan. A faculty member who does not adequately satisfy their workload expectations for the review period shall be subject to a faculty success plan. The plan must include specific steps designed to lead to improvement, a specified timeline in which improvement is expected to occur, and a clear statement of consequences should improvement not occur within the designated timeline. These plans must be approved by the second-level supervisor.

IV. Annual Reporting Requirements

A. Overview and Timing. Each constituent institution shall compile an annual report of the previous year's faculty activity to be presented to and approved by the board of trustees each year. The report shall cover an academic/fiscal year basis (July 1 – June 30) and must be approved by the board of trustees no later than September 30 each year, with a copy submitted to the president by October 15.

B. Requirements. The annual report shall include quantitative information on faculty workload such as organized course sections taught, student credit hours produced, faculty contact hours, measures of research/creative activity, and service rendered in the previous academic year. The annual report shall include an analysis of faculty FTE allocations by teaching, research/creative activity, and service at the department, school/college, and institutional level. The annual report shall also include information regarding the process by which the institution implemented the provisions of their policy and evaluated individual faculty workloads relative to the standards therein.

V. Other Matters

A. Effective Date. The requirements of this policy shall be effective with the 2024-2025 academic year. Institutions shall have internal policies in place at the beginning of that academic year.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted by the president.

D. Periodic Review. Each institution shall review their institutional policy at least every five years and submit a copy of that review and any changes made to the president.

E. Approvals. All policies and procedures required under this policy must be submitted by the constituent institutions to the UNC System Office and approved by the president.

*Supersedes and replaces the prior UNC Policy 400.3.4, "Monitoring Faculty Teaching Workloads" as this version was approved by the Board of Governors on July 20, 2023.

ⁱ University of North Carolina Mission Statement. <https://www.northcarolina.edu/our-mission/>

ⁱⁱ UNC Policy 400.3.1 <https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=181>

ⁱⁱⁱ The Code, Appendix 1, Section I.

^{iv} For the purposes of this policy, department chair shall refer to the individual with supervisory responsibility for an individual faculty member.

Regulation on Faculty Workload

I. Purpose. This regulation defines the authority, responsibilities, and required processes as related to institutional policy development for faculty workload, planning, training, and reporting in the University of North Carolina System (UNC System) regarding implementation of Section 400.3.4 of the UNC Policy Manual, *Policy on Faculty Workload* (“the Policy”). The Policy requires institutions to develop their own faculty workload policies and faculty workload plans and places reporting requirements on institutions and on the UNC System Office.

II. Definitions. The following definitions apply to this regulation.

A. “Academic unit” means academic department, professional school, or an equivalent constituent unit of an institution.

B. “Faculty” means employees of a constituent institution appointed to carry out responsibilities such as instruction, research/creative activity, service, clinical care, or extension. Faculty may be tenured or not and temporary or permanent, with titles, ranks, and duties defined by the constituent institution.

C. “Full Time Equivalent (FTE)” means a workload that represents a full-time effort at a given institution in keeping with the institution’s faculty workload policy. Recognizing the autonomy of institutions to determine the teaching load, a teaching load of 24 credit or contact hour equivalents per academic year, along with other routinely expected duties, generally constitutes a full workload and a 1.0 FTE appointment.

D. “Routinely expected duties” means those faculty responsibilities, as defined by a constituent institution and in accordance with Section III. A of UNC Policy 400.3.4, which are ordinarily expected of faculty members, and which ordinarily include components of research and service.

E. “Research and creative activity” includes, without limitation, those activities listed in UNC Policy Manual § 400.3.4(III)(A)(2). Institutional workload policies shall define what constitutes research and creative activity consistent with their mission and the Policy.

F. “Service” includes, without limitation, those matters found in UNC Policy Manual § 400.3.4(III)(A)(3). Institutional workload policies shall define what constitutes service according to their mission and consistent with the Policy.

G. “Teaching” has the definition found in UNC Policy Manual § 400.3.1 and includes, without limitation, those activities listed in UNC Policy Manual § 400.3.4(III)(A)(1).

III. Requirements for institutional faculty workload policies.

Institutions shall develop faculty workload policies consistent with this regulation, with UNC Policy 400.3.4, and with all other applicable statutory and regulatory authorities.

A. Institutional faculty workload policies shall include processes for training all personnel who develop and review faculty annual workload plans. Institutional Provosts shall ensure that all such personnel receive that training and that such training is aligned with guidance provided by the System Office.

B. Institutional workload policies must (1) establish ordinary percentages for faculty workload in areas such as teaching, research/creative activity, and service for each academic unit and for each faculty appointment type which together constitute the 1.0 FTE in a manner consistent with the missions of the institution and the academic unit; (2) identify with reasonable particularity guidelines under which deviations in the ordinary percentages for a given academic unit may be approved.

IV. Requirements for Faculty Annual Workload plans

A. Requirements for Annual Workload Plans

a. **Applicability.** Faculty members who are appointed for longer than one year and who are full time must have an annual workload plan, including faculty that also serve in administrative roles. Faculty members who are classified as Senior Academic and Administrative Officers (SAAO) or are in another leave-earning position shall not have an annual workload plan. Temporary faculty members, faculty members who are appointed for one year or less, and faculty members who are less than full-time may have an annual workload plan if directed by the institution.

b. **Assigning duties.** Each faculty annual workload plan shall account for one FTE by assigning duties to areas typically associated with faculty workload including teaching, research/creative activity, and service.

i. Institutions do not have to assign greater than zero percent in each category. Assigned percentages, when added together, must total one-hundred percent.

ii. Descriptions which support institutional missions must be included in institutional faculty workload policies. Some activities may be reasonably included in different categories, and in such cases, institutions shall assign the activity to a category in accordance with the institutional mission.

iii. Workload categories for faculty classified as extension faculty at North Carolina State University and North Carolina A & T State University or clinical faculty at East Carolina University and the University of North Carolina at Chapel Hill shall be determined by the institution, subject to the approval of the president or designee.

B. **Outputs.** Faculty annual workload plans shall include the specific outputs and efforts a faculty member is expected to complete in the next academic year, with a clear linkage towards long-term evaluation (e.g., reappointment, promotion, tenure, post-tenure review). Each

component of a full-time faculty member's workload plan should reflect the mission of the institution.

C. Approvals. Each faculty member's workload plan shall be developed in consultation with and approved by the academic unit head and by that academic unit's head's supervisor or designee.

V. Reporting Requirements.

A. Institutional annual reports will contain:

a. For each academic unit, the percentage of faculty efforts across three categories: teaching, research/creative activity, and service. When taken together, the percentages for all categories must total one-hundred percent. For faculty defined in section IV.b.iii, the categories shall be those determined by the institution and approved by the president or designee.

b. For each academic unit, organized course sections taught, student credit hours produced, and faculty contact hours.

c. For each academic unit, those measures of research/creative activity and service that the institution shall define according to its mission.

d. Information regarding the process by which the institution implemented the provisions of their policy and evaluated individual faculty workloads relative to the standards therein.

e. Other quantitative or qualitative information that the institution determines provides additional context for faculty impact and productivity in the various realms of faculty workload in accordance with the institution's mission.

B. Each institution shall submit an annual report in the format prescribed by the President to its Board of Trustees to be approved by September 30th following the academic year. After being accepted by its Board of Trustees, each institution shall submit its annual report to the System Office President by October 15th following the academic year.

C. The System Office shall report on implementation and outcomes of the policy and regulation on faculty workload to the Board of Governors by January 2025 and each January thereafter.

VI. Implementation timeline. The timeline for development of institutional policy and annual workload plans in place for Academic Year 2024-25 and annually thereafter is as follows:

a. All faculty workload institutional policies must be approved by institutional Boards of Trustees by June 30, 2024.

b. Each faculty required to have an annual workload plan under this Regulation shall have an initial approved workload plan by January 1, 2025.

VII. Other Matters.

- A. Effective Date. The requirements of this regulation shall be effective upon the date of adoption of this regulation by the president.
- B. Relation to Federal and State Laws. The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies that may govern or relate to the subject matter of this regulation.
- C. The UNC System Office shall develop and promulgate training on the implementation of the Policy and this Regulation.
- D. Because of the differences in institutional mission and faculty workload expectations at the North Carolina School of Science and Mathematics, that institution is exempt from the requirements of this policy. The North Carolina School of Science and Mathematics shall develop institutional faculty workload policies appropriate for its respective secondary education program that align with the policy goals and objectives set forth in this regulation.

AGENDA ITEM

Vacancy in the Thomas S. Kenan III Distinguished Professorship in Creative Writing, provided by Dr. Aswani K. Volety, Chancellor

Situation:

The current appointee in the Thomas S. Kenan III Distinguished Professorship in Creative Writing will retire effective June 30, 2024 leaving this position vacant. Per UNC regulation 600.2.3[R], the chancellor shall inform the Board of Trustees of any vacancies in distinguished professorships.

Background:

UNC Regulation 600.2.3[R] (VII.D) requires that the chancellor consult with the institutional Board of Trustees when a vacancy occurs in an endowed professorship established with the Endowment Fund. Professor Clyde Edgerton, the current appointee in the Thoms S. Kenan III Distinguished Professorship in Creative Writing, will retire effective June 30, 2024 leaving this position vacant. No material changes are anticipated in the endowed professorship plan previously approved by the System Office.

Assessment:

N/A

Action:

This item is for information only.

Supporting Documentation:

UNC Regulation 600.2.3[R]

Regulation on the Distinguished Professors Endowment Trust Fund

- I. Purpose. The following regulation is designed to provide System-wide consistency and clarity regarding implementation of the Section 600.2.3 of the UNC Policy Manual, *Policy on the Distinguished Professors Endowment Trust Fund*.
- II. Goals. Among the goals of the Distinguished Professors Endowment Trust Fund (DPETF) is to stimulate private support and commitment to strengthening the faculties and promoting excellence throughout all of the constituent institutions of the UNC System. The General Assembly's goal in creating the DPETF was to encourage each constituent institution to "solicit and receive gifts from private sources to provide matching funds to the trust fund challenge grants."¹
- III. Definitions. The following operational definitions apply to this regulation:
 - A. "Focused Growth Institutions." Refers to Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, The University of North Carolina at Pembroke, Western Carolina University, and Winston-Salem State University.
 - B. "Private Gift" or "Private Contribution." A donation from a private individual or entity (including any foundation or business entity). Federal grant funds do not meet the definition of a "private gift" or "private contribution." Private contributions to institutional Endowment Funds must be given or pledged specifically for the purposes of the trust fund, and only contributions received after July 1, 1985 may be credited to the special endowment fund of the institution.
 - C. "Special Needs Institutions." Refers to University of North Carolina School of the Arts and the University of North Carolina at Asheville.
- IV. Procedures for Institutional Plans for Establishment of Professorships
 - A. Plan for Establishment of Endowed Professorship. When the private gift is placed in the institutional Distinguished Professors Endowment Fund, the chancellor shall prepare a succinct plan for the establishment of the endowed professorship contemplated. This plan must be submitted to the president for review and approval. The plan accompanies a request for state matching funds to be transferred from the Board of Governors Trust Fund or escrowed to support the proposed professorship. No transfer or escrow of a state challenge grant shall be made in the absence of an approved plan.
 - B. Plan Description. Plans for the establishment of endowed professorships submitted by chancellors to the president must describe:
 1. The name of the professorship;

2. The general level of salary and other benefits and perquisites, and the anticipated amounts to be supported annually from the endowment;
3. The academic department or other unit to which it is anticipated that the new professorship will be assigned;
4. The academic rank of the professorship (i.e., full professor, associate professor, or assistant professor);
5. Whether the professorship will be in perpetuity (i.e., for the duration of the full-time service of the distinguished professor as a faculty member) or time-limited;
6. If the appointment is time-limited, the duration of the appointment (the standard recommended appointment length is five years);
7. Whether the professorship will be filled by an external or internal appointment or by either. Institutions are encouraged to consider plans for external appointments who will constitute distinguished additions to the faculty;
8. The expected benefits to the institution; and
9. Steps to ensure compliance with all selection procedures included in subsection VII of this regulation.

C. **Material Changes to the Professorship.** Before material changes can be made to the professorship, an amended plan for the establishment of the professorship must be submitted with the changes reflected.

1. Material changes to plans for professorships must be approved by the original private donor whose gift created the endowment fund or a representative of the donor before submitting an amended plan for approval.
2. Material changes include changes to:
 - a. The academic department or other unit to which the professorship is assigned;
 - b. The academic rank of the professorship (i.e., full professor, associate professor, or assistant professor);
 - c. Whether the professorship will be in perpetuity (i.e., for the duration of the full-time service of the distinguished professor as a faculty member), or time-limited;
 - d. If the appointment is time-limited, the duration of the appointment; and
 - e. Whether the professorship will be filled by an external or internal appointment or by either.

3. Material changes do not include selecting a new holder of the professorship when filling a vacant position.

V. Procedures Queuing Transfer of State Fund Requests

- A. Insufficient State Funds. In the event that sufficient state funds are not available in the Board of Governors Trust Fund to meet the pending requests for matching dollars, requests shall be placed in a queue to await the availability of State funds. Only requests with approved plans and for which the requisite private gift has been received shall be placed in the queue.
- B. Additional State Appropriations. Once additional state appropriations are made, the allocation shall be used to fund as many of the professorships in the queue as possible.
- C. Escrow. So long as requests for transfer of funds to match full private gifts exceed the total available dollars, no state funds shall be placed in escrow.
- D. Priority for Full Private Funding. Priority shall be given to those professorships for which full private funding has been received. The date when the private funding was complete and the date when the professorship was placed in the queue shall be the principal factors used to determine the order of transferring state matching funds from the Trust Fund to the institution. An effort shall be made to fund some professorships at each level.

VI. Procedures for the Use of Funds

- A. Income Earned from Funds. By law, the principal from neither the state funds nor the private gift can be spent, only the income earned from the endowment can be used.
- B. Use of Income Earned from Funds. Income from the endowment cannot be used for any purpose other than the support of the endowed professorship. For example, a salary supplement for the holder, travel, and research expenses associated with their professional responsibilities, stipends for teaching, and research assistants for the distinguished professor, special equipment, or library books needed to support the teaching and research of the holder of the endowed professorship.
- C. Income Use. It is a violation of the law to spend the income from the Distinguished Professors Endowment Fund for purposes unrelated to the particular professorship. The amount and purpose of the expenditures each year shall be determined through consultation between the professorship holder, the appropriate department chairperson, and their dean.
- D. Establishment of Professorship before Matching State Funds. Constituent institutions may use a portion or all the income paid out of a Distinguished Professor Endowment Fund to establish an endowed professorship prior to the receipt of the state matching funds if all the following conditions are met:
 1. The required amount of funds from private sources has been collected in full pursuant to Section 600.2.3 II., of the UNC Policy Manual;
 2. The plan for the professorship has been approved by the president;
 3. The professorship does not carry the title of "Distinguished Professorship" until the state matching funds have been received; and

4. The donor(s) has provided written permission allowing the interest earned on the endowment to be used to support the purposes of the gift prior to the receipt of the state matching funds, and the donor(s) understands that the title of "Distinguished Professor" is limited to those endowments that have received state matching funds.

VII. Procedures for the Selection of Endowed Professorship Holders

A. Selection of Professor for the Endowed Professorship. The selection of each professor to hold an endowed professorship shall be made in the following way:

1. The selection and appointment procedures followed shall be fully consistent with the institution's tenure policies and regulations and other applicable personnel policies;
2. The Distinguished Professor shall be appointed at the rank of full professor,² the Distinguished Scholar at the rank of associate professor, and the Distinguished Fellow at the rank of assistant professor, and the appointment shall be subject to approval by the Board of Governors at those institutions not designated as special responsibility constituent institutions with management flexibility to appoint and fix compensation.³
3. The academic discipline to which the person is appointed shall be one of major importance to the educational program of the institution; and
4. The person appointed shall have a record of outstanding accomplishment in that discipline or field as a teacher and scholar or practitioner.

B. Intention of Endowed Professorships. The endowed professorships are intended for full-time faculty members, not for persons whose primary duties are administrative. If subsequently appointed to a senior administrative position, however, the holder of a professorship under this program may retain the professorship under the original terms of appointment to the endowed professorship.

C. Exception Circumstances. In exceptional circumstances, a professorship may be held by more than one faculty member simultaneously, with the income from the endowment used for allowable expenses of all faculty members who hold the professorship, in accordance with the professorship's approved plan.

D. Vacancy in an Endowed Professorship. When a vacancy occurs in an endowed professorship established with the Endowment Fund, the chancellor shall consult with the institutional board of trustees. If material changes are to be made to professorship, the chancellor shall thereafter recommend to the president any amendments to the approved plan. Upon approval of the amended plan by the president or under continuation of a plan without amendment, selection and appointment of the new distinguished professor, including distinguished scholar and distinguished fellow, shall then proceed in accordance with this regulation.

E. Additional Requirements. Some professorships must meet additional requirements for the selection of the distinguished professor. Those professorships are identified below. All professorships other than those listed below need only meet the requirements in subsections VII.A., and VII.B., of this regulation.

1. Any endowed professorships established using nonrecurring funding appropriated under the 1993-95 Current Operations Appropriations Act⁴ shall “recognize excellence in undergraduate teaching as the primary criterion for selection.”
2. Professors selected to fill the professorship funded through the C.D. Spangler Foundation Challenge Grant must be appointed only as a “Distinguished Professor” and only at the rank of full professor.
3. A list of the professorships that must meet either of the requirements listed above is included in the Distinguished Professors Endowment Trust Fund Operations Manual.

VIII. Reporting Requirements. Reports regarding the number and current status of the Distinguished Professorships at each institution shall be reported to the president annually by July 1. Reports to the president shall include the level of each professorship, the name of the professorship, whether the professorship is vacant or filled, and the professorship’s department. For filled professorships, the name of the professor shall be included. For vacant professorships, the date the position was vacated shall be included.

IX. Other Matters

- A. Effective Date. The requirements of this regulation shall be effective on the date of adoption of this regulation by the president.
- B. Relation to Federal and State Laws. The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern or related to the subject matter of this regulation.

¹S.L. 1985-757, Sec. 202; G.S. 116-41.13-41.19).

²At the University of North Carolina School of the Arts, other appropriate rank shall be conferred.

³See Sections 600.3.2 and 600.3.4 of the UNC Policy Manual.

⁴S.L. 1993-321.