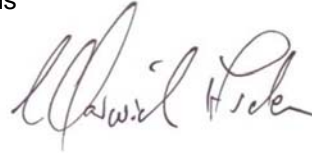


MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Warwick A. Arden
Provost and Executive Vice Chancellor



SUBJECT: UNC System Requirement for Training

DATE: January 28, 2016

The recently revised UNC system policy on Performance Evaluation of Tenured Faculty (UNC Policy 400.3.3) includes a requirement that all faculty and administrators involved in such evaluations complete digital training modules about the post-tenure review policy and process. In late December 2015, the UNC system office (General Administration, or GA) made the modules available and set a June 1 deadline for the Provosts of all UNC system institutions to verify to GA that the appropriate individuals on their campuses have completed the training.

I am attaching to this memo the communication from the UNC system office staff about how to complete the process. Please refer to the attached "Quick Guide" for more details.

- The home page for the training is <http://old.northcarolina.edu/aa/tenuretraining/index.php>. **Do not** attempt to run the training modules in a Firefox or Safari browser. The modules will run in Internet Explorer (Note that this browser is NOT supported by NC State IT) and in Google Chrome. The modules take about 60 minutes to complete.
- You must have the sound turned on to use the modules, because they have several interactive components. There is a printed transcript of the module content for those who may need it; it's available in the list of resources on the home page for the training or you may link to it here: http://old.northcarolina.edu/aa/tenuretraining/508-Consolidated UNC-PTR-WBT_11-6-15.pdf
- When you complete the modules, you must print the "Attestation of Completion" that is found at the end of the program. If you cannot print the Attestation from that point, it is also available in the list of resources on the training's home page or you may link to it here: http://old.northcarolina.edu/aa/tenuretraining/UNC-training_attestation_writable.pdf. **Please provide a completed and signed copy of your Attestation of Completion to your Department Head or your Head's designee and keep a copy for your records.**

To assure that NC State can comply with the deadline set by the UNC System Office/General Administration, please complete the training modules and the Attestation of Completion by MAY 1, 2016. Department Heads will need to verify to their Deans that all faculty and administrators in their Department who are involved in Post-Tenure Review have completed the training modules. Deans, in turn, will be asked to verify to the Provost's Office that all Department Heads have provided Department-

level verification and that all those in the Dean's Office who are involved in Post-Tenure Review have completed the modules.

Attachment: Quick Guide for Post Tenure Review Training