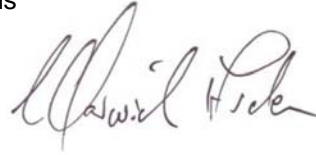


MEMORANDUM**TO:** Deans, Directors, and Department Heads**FROM:** Warwick A. Arden
Provost and Executive Vice Chancellor**SUBJECT:** UNC System Requirement for Training**DATE:** January 28, 2016

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

Constituent Universities

Appalachian
State University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School

North Carolina
School of Science
and Mathematics

An Equal Opportunity/
Affirmative Action Employer

Junius J. Gonzales, M.D., M.B.A.
Senior Vice President for Academic Affairs

Office: 919-962-4614

Email: jjgonzales@northcarolina.edu

MEMORANDUM

TO: UNC Chief Academic Officers

FROM: Dr. Junius Gonzales, Senior Vice President for Academic Affairs

DATE: December 21, 2015

SUBJECT: Post Tenure Review Training

In early 2014, a Board of Governors workgroup made up of two Board of Governors members, one Chief Academic Officer, one Department Chair/Unit Head, one Faculty Representative, and two Chancellors reviewed the current UNC Policy and Guideline on the Review of Tenured Faculty (UNC Policy 400.3.3 and 400.3.3.1[G]). This working group was charged with submitting recommendations to the President on the inclusion of practices to strengthen the guidelines governing post-tenure review. The following recommendations were submitted to the President for consideration:

- Create greater alignment between annual performance reviews and post-tenure review
- Clarify the process of a second level review beyond the department chair or unit head
- Provide training opportunities for those involved in the post-tenure review evaluation process
- Audit the compliance with training and process regulations
- Create three assessment categories

The amendments to policy and guideline were approved in April 2014 and require that all participants in the post-tenure review process receive training on how to conduct constructive and effective reviews. A separate work group made up of the Faculty Assembly Chair and Academic Affairs administrators from across the system was appointed to develop the content for the newly required training modules. They completed their work over the summer of 2014. General Administration staff worked with Eastern Research Group, Inc. to turn the written content for the training modules into a web-based training to be utilized by all UNC constituent institutions in order to comply with the updated UNC Policy. These modules are now available for use and can be accessed using the following link: <http://old.northcarolina.edu/aa/tenuretraining/index.php>

UNC General Administration will be conducting a process audit of institutional processes and procedures as they relate to post-tenure review next fiscal year. Part of this audit will be ensuring that all required individuals have received training. At the end of the training modules, there is an Attestation of Completion that faculty members should print, sign and submit to their Department Chair. The Department Chair will certify to their Dean that all required individuals in their Department have completed the post-tenure review training. The Dean will certify to the Provost that all required individuals (including themselves) have completed the required training, and the Provost will certify to General Administration that all required individuals have received training. All required individuals should complete training by June 1, 2016.

The training provided by General Administration is not meant to be a comprehensive training of each constituent institution's policies and procedures and often refers individuals to their own campus' policies. Therefore, you may wish to consider providing additional training on specific policies, procedures, or requirements your institution has.

Members of the Faculty Assembly, Academic Administrators, and Provosts have provided preliminary feedback on the modules. Some of this feedback has already been incorporated. Over the course of the next several months, General Administration will conduct a full evaluation of the training and devise a plan for revising the training based on that feedback. More information regarding this evaluation plan is forthcoming.

A "Quick Guide" to the training has been provided in the attached document. Please share this memo along with the attachment with your faculty. If you should have questions or experience difficulty with the training, please contact Samantha McAuliffe-Raynor, slmcauliffe@northcarolina.edu or 919-843-6790.

cc: Samantha McAuliffe-Raynor, Director for Special Projects & Strategic Assessment



Post-Tenure Review Training Module Quick Guide

Accessing the Training

Website: <http://old.northcarolina.edu/aa/tenuretraining/index.php>

Login: Campus Username and Password

Navigating the Training

The modules are best viewed in Internet Explorer or Google Chrome web browsers. Viewing in Firefox may not allow for full functionality.

The modules have been optimized for viewing on tablets

Please be sure the sound on your viewing device is turned on and the volume adjusted so that you can hear the narrator. A printable version of the training is available in the Resources section of the training website.

A navigation menu can be opened by clicking on the light gray double arrow in the upper left hand corner of the training window. To close the menu, click the arrow. Users can navigate between modules using this navigation menu. Navigation is also available utilizing the slide bar at the bottom of the video. Allow enough time for the video to load when using the slide bar. Finally, the arrows at the bottom of the video can also be used for navigation purposes.

The training should take no more than 60 minutes if viewed at once. You can start and stop the training at any time. The training window will time out after 8 hours of inactivity and will require you to log back into the system to access the training. Training will not automatically resume where the user left off but it is possible, utilizing the methods above, to navigate to the place where the training ended.

Resource Documents

The resource documents provided are only meant to be examples. Please refer to your institution's policies and procedures for the forms, criteria, and specific procedures observed at your institution.

Included as a resource is a PDF, printable version of the training modules. There is also a printable version of the Attestation of Completion document.



Attestation of Completion

After viewing all of the training modules, please print, sign, and submit the Attestation of Completion to your Department Chair. The Department Chair will certify to the Dean that all required individuals received training. The Dean will certify to the Provost that all required individuals in the School/College received training and in turn, the Provost will certify to UNC General Administration that all required individuals received training.

Who is Required to Take the Training?

UNC Policy requires that all individuals involved in post-tenure review receive training. This is inclusive of peer-reviewers, faculty members under review, Department Chairs, and Deans.

Can I Offer Feedback on the Training?

UNC General Administration will be undertaking a full evaluation of the training modules. More information will be shared on the plan for the evaluation in the coming weeks.

Who Do I Contact if I Have Trouble?

If you experience trouble with the training modules, please contact Samantha McAuliffe-Raynor, slmcauliffe@northcarolina.edu or 919-843-6790.