

To: Ed Jernigan, Faculty President

From: Aimee Parkison, Associate Professor of English,
Faculty Employment Status Committee (FESC) Chair

Date: April 3, 2013

Re: New Draft of “Job Responsibilities and Essential Functions for Tenured and Tenure Track Faculty”

Draft Motion for Faculty Council

Background:

In fall of 2012, FESC was asked to review a document entitled “Job Responsibilities and Essential Functions for Tenured and Tenure Track Faculty” and to provide feedback. In preparation for SACS reaffirmation, the Office of Academic Affairs had developed the document as a statement of the essential job functions of a tenured or tenure-track faculty member.

The FESC reviewed the document and submitted a motion for approval in October of 2012. The motion was tabled to give faculty more time to discuss the draft. Faculty from various colleges gave feedback to the Faculty President, Ed Jernigan. Based on this feedback from faculty, a new draft of the document was written.

Attached below is the new draft, rewritten, and still entitled “Job Responsibilities and Essential Functions for Tenured and Tenure Track Faculty.” This new draft addresses concerns and comments from faculty.

In particular, the new draft is meant to address faculty concerns and questions about the original document. (While most of the discussions from faculty seemed to be asking about the purpose of the document, many members of the faculty also did not like the language that seemed to be telling faculty what to do or the inflexibility of the diction in the original document. Because of this, the Faculty President reworked the document to include clearer language with a more reader-friendly and flexible feel with room for interpretation. In addition, to clear up questions about the purpose of the document, a Memo from the Provost is attached.)

Motion:

The FESC makes a motion to approve the newly rewritten draft of “Job Responsibilities and Essential Functions for Tenured and Tenure Track Faculty.”

The draft appears as follows:

Job Responsibilities and Essential Functions for Tenured and Tenure-Track Faculty

Preamble: The University of North Carolina at Charlotte recognizes the differentiation of mission, goals, and objectives inherent in the diversity of disciplines represented by its colleges and departments. Thus, the Job Responsibilities and Essential Functions for Tenured and Tenure Track Faculty should be interpreted in the context of the related departmental and collegiate goals.

1. Teaching, Advising, Curriculum and Instructional Development

All members of the faculty with teaching responsibilities are expected to meet those responsibilities professionally.

Examples of faculty responsibilities and essential functions with respect to teaching may include but are not limited to:

- a. Subject Matter Competence. Faculty members are expected to maintain currency and command of their discipline.
- b. Course Design. Faculty members are expected to prepare a syllabus for their classes. Faculty should consult relevant university, college, and department policies when preparing course syllabi.
- c. Course presentation. Faculty members are expected to present course material in a way that is accessible to students and appropriately challenging. Faculty member contact hours must meet the Carnegie definition of a credit hour (<http://provost.uncc.edu/policies/academic-credit>).
- d. Advising and Consultation. Faculty members are expected to be accessible to students. Faculty members are expected to maintain office hours for student consultation advising (if assigned advisees) in accordance with college and department policies.
- e. Directing Student Research. Faculty members may participate in or direct student research (undergraduate or graduate).
- f. Curriculum and Instructional Development. Faculty members are expected to participate in the development of the curriculum in their area of expertise.
- g. Grading Student Work. Faculty members are expected to report final grades in a timely manner.

2. Scholarly Research, Creative, and Other Professional Activities

All tenured and tenure-track faculty are expected to participate in expanding the knowledge base of her/his academic field by conducting research or engaging in other creative activities as appropriate to the faculty member's discipline. It is understood that faculty research will vary based upon the faculty member's specific discipline. Examples of faculty responsibilities and essential functions with respect to research may include but are not limited to:

- a. Research/creative activity that generates new knowledge
- b. Research/creative activity which synthesizes and/or integrates existing knowledge
- c. Publication. Faculty member research/creative activity is expected to in substantial scholarly publication/presentation/exhibition of high quality.
- d. An on-going agenda for research, scholarly, and creative activity. Faculty members are expected to demonstrate an on-going agenda for research, scholarly, and creative activities by having works-in-progress.
- e. Faculty members are expected to seek extramural support for their work as it is available.

3. Service to University, the Public, and the Profession

All tenured and tenure-track faculty are expected to engage in a program of service appropriate to their discipline. It is recognized and understood that service may vary based upon a variety of factors to include career stage, discipline, and the individual faculty member's area of expertise.

Examples of faculty responsibilities and essential functions with respect to service may include but are not limited to:

- a. Service to the Administration and Governance of the University. Faculty members should be active participants in the faculty governance structure and participate in deliberations at the department, college, and university levels as opportunities are presented.
- b. Public Service. Faculty members are expected to provide service as appropriate to practitioners in their professional field and to the larger community by applying their expertise to community issues and problems as expected for members of their department and college.
- c. Service to the Profession. Membership and involvement in professional organizations is expected of all tenured and tenure-track faculty members.

4. Essential Physical Activities and General Requirements of the Position

- a. Communicating. Ability to clearly express and discuss complex, nuanced ideas in a variety of settings including traditional classroom environments, face-to-face exchanges with students and colleagues.
- b. Discerning. Ability to determine the accuracy, thoroughness and appropriateness of work assigned and submitted to include evaluation of student work and providing feedback.
- c. Collecting, organizing, and evaluating information. Ability to collect and organize course information and deliver it to students; to plan courses in relevant field of study, to evaluate student work, and to complete administrative responsibilities related to teaching.



Office of Academic Affairs

9201 University City Blvd, Charlotte, NC 28223-0001
t/ 704.687.5717 f/ 704.687.6912 www.uncc.edu

MEMO

Date: June 14, 2012

To: Ed Jernigan, President, Faculty Council

From: Joan F. Lorden, Provost and Vice Chancellor for Academic Affairs 

Cc: Leslie R. Zenk, Assistant Provost
Jesh Humphrey, Senior Associate General Counsel, Office of Legal Affairs
Jo Ann Fernald, Director, Disability Services
Christine Robinson, University Accreditation Manager

Re: Job responsibilities and essential functions for tenured and tenure-track faculty

In preparation for our SACS reaffirmation we have developed a statement of the essential job functions of a faculty member. This document will provide guidance in hiring and in faculty review, including post-tenure review.

I would like to ask a standing committee of the Faculty Council to please review the attached document and provide feedback. In the review of this document, I suggest consulting with the following individuals who understand the necessity for this document and its complexity:

Jesh Humphrey, Senior Associate General Counsel, Office of Legal Affairs
Jo Ann Fernald, Director, Disability Services
Christine Robinson, University Accreditation Manager

Thank you for your attention to this matter.

Enclosure:

DRAFT: Job Responsibilities and Essential Functions for Tenured and Tenure-Track Faculty

