

Faculty Handbook

Revisions for 2026-2027

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Black = Existing Handbook Language

Red = Proposed New Handbook language

The following recommended Faculty Handbook revisions and approvals by the Provost and Chancellor during the academic year 2026-2027.

Revision 1

Reason for Request:

Technical Change. There are a few places in the handbook that read “Performance Improvement Plan”. We have moved to “Faculty Success Plan” based on changes to UNC System policies.

Current Language:

3.7 Annual Review of Tenure-Track and Tenured Faculty. Each tenure-track and tenured faculty member shall have their performance assessed annually by their respective Department Chair. For each review, the faculty member shall provide a performance self-assessment to the Department Chair. The Department Chair shall meet with each faculty member to review the work of the faculty member relative to their approved work plan including the faculty member’s performance related to teaching, research/creative activity and service, the progress of the faculty member toward tenure or Post-Tenure Review (PTR) and shall develop the work plan for the upcoming academic year. A faculty member who does not adequately satisfy their workload expectations for the review period shall be subject to a Performance Improvement 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 Dean

4.10 Annual Review of Special Faculty. Each special faculty member shall have their performance assessed annually by their respective Department Chair/Supervisor. For each review, the faculty member shall provide a performance self-assessment to the Department Chair. The Department Chair shall meet with each faculty member to review the work of the faculty member relative to their approved work plan including the faculty member’s performance related to teaching, research/creative activity and service and shall develop the work plan for the upcoming academic year. A faculty member who does not adequately satisfy their workload expectations for the review period shall be subject to a Performance Improvement 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 Dean.

5.6 Faculty Personnel Files. In accordance with the North Carolina State Human Resources Act, all University employees, including faculty members, have an official personnel file. The Personnel file includes any employment-related or personal information gathered by the University with respect to an individual applicant for employment, current employee, or former employee. The Personnel file may include, but not be limited to, the following information: any information that relates to the individual’s application, selection or non-selection for a position, promotions, demotions, transfers, leave, salary, suspension, annual performance evaluations, faculty employment contracts, student review and peer review materials, promotion and tenure materials, post tenure review materials, performance improvement plans, professional

development plans, disciplinary actions, grievance documentation and any termination of employment documentation

Proposed Language:

3.7 Annual Review of Tenure-Track and Tenured Faculty. Each tenure-track and tenured faculty member shall have their performance assessed annually by their respective Department Chair. For each review, the faculty member shall provide a performance self-assessment to the Department Chair. The Department Chair shall meet with each faculty member to review the work of the faculty member relative to their approved work plan including the faculty member's performance related to teaching, research/creative activity and service, the progress of the faculty member toward tenure or Post-Tenure Review (PTR) and shall develop the work plan for the upcoming academic year. A faculty member who does not adequately satisfy their workload expectations for the review period shall be subject to a ~~Performance Improvement~~ **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 Dean

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Revision 2

Reason for Request:

Technical Change. Reference no longer applies. Language for extenuating circumstances moved to Chapter 3.

Current Language:

3.2.2(b) Initial Appointment/Probationary Periods. An initial appointment to the rank of Assistant Professor will be for a probationary term of four (4) academic years unless there is credit towards tenure. If a faculty member begins employment in the spring semester (January – May), the first probationary year shall begin in the subsequent academic year. If an Assistant Professor is reappointed at the end of their initial probationary period, the appointment shall be for a second probationary term of three (3) academic years. Under no circumstances should the total length of probation exceed seven (7) years of full-time service except when the probationary period has been extended due to an approved leave or other extenuating circumstances (See Chapter 5 and the AASOP).

3.2.3 (e). Application for Tenure/Promotion. An Associate Professor who was initially appointed without tenure may apply for tenure at any time during the probationary term; however, they must be considered for tenure no later than their fourth academic year. Under no circumstances should the length of the probationary period exceed four (4) academic years of full-time service except when the probationary period has been extended due to an approved leave or other extenuating circumstances. (See Chapter 5 and the AASOP). An Associate Professor may apply for promotion to the rank of Professor once they meet the requirements under Section 3.2.4.

Proposed Language:

3.2.2(b) Initial Appointment/Probationary Periods. An initial appointment to the rank of Assistant Professor will be for a probationary term of four (4) academic years unless there is credit towards tenure. If a faculty member begins employment in the spring semester (January – May), the first probationary year shall begin in the subsequent academic year. If an Assistant Professor is reappointed at the end of their initial probationary period, the appointment shall be for a second probationary term of three (3) academic years. Under no circumstances should the total length of probation exceed seven (7) years of full-time service except when the probationary period has been extended due to an approved leave or other extenuating circumstances **per the Faculty Handbook 3.3.1.**

3.2.3 (e). Application for Tenure/Promotion. An Associate Professor who was initially appointed without tenure may apply for tenure at any time during the probationary term; however, they must be considered for tenure no later than their fourth academic year. Under no circumstances should the length of the probationary period exceed four (4) academic years of full-time service except when the probationary period has been extended due to an approved leave or other extenuating circumstances **per the Faculty**

Handbook 3.3.1. An Associate Professor may apply for promotion to the rank of Professor once they meet the requirements under Section 3.2.4.

Revision 3

Reason for Request:

Technical Change. Numeration correction.

Current Language:

4.4 Special Faculty Employment Contracts. All Special Faculty appointments shall be conferred in a written faculty employment contract that must be signed by the faculty member within ten (10) calendar days of receipt of the contract. Failure to do so will be considered as a rejection of the offer of employment. The employment contract shall include the rank, salary, start date, any special terms, and shall incorporate by reference all University policies, as they may be adopted and amended from time to time.

4.4.8 Term. Special Faculty appointments are for a fixed term...

4.4.9 Special Faculty Appointments with Special Funding....

Proposed Language:

4.4 Special Faculty Employment Contracts. All Special Faculty appointments shall be conferred in a written faculty employment contract that must be signed by the faculty member within ten (10) calendar days of receipt of the contract. Failure to do so will be considered as a rejection of the offer of employment. The employment contract shall include the rank, salary, start date, any special terms, and shall incorporate by reference all University policies, as they may be adopted and amended from time to time.

4.4.8 1 Term. Special Faculty appointments are for a fixed term, automatically terminate upon expiration of the fixed term, and must comply with the following...

4.4.9 2 Special Faculty Appointments with Special Funding. Any Special Faculty employment contract for a position funded in whole or in substantial part from sources other than continuing state appropriated funds, shall include language specifying that the faculty member's employment shall at all times be contingent upon the availability of such special funds.