

Graduate Liberal Studies
Program

Policy Manual



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Mission Statement of the Graduate Liberal Studies Program

Consonant with the mission of the University of North Carolina Wilmington (UNCW) “to stimulate in its students intellectual curiosity, ethics, imagination, rational thinking, thoughtful expression, and a love of learning,” the Graduate Liberal Studies (GLS) program at UNCW provides a highly integrated exploration of the liberal arts, which not only adheres to the traditional values of broad liberal arts education, but is specifically designed for highly motivated learners who wish to deepen their understanding of the social, scientific, and humanistic dimensions of today’s world. Fundamental to UNCW’s GLS program is its mission to prepare its students to meet the many complex challenges facing our society, the regional and world communities, most of which do not fall within the strict confines of a single discipline or professional degree program, but rather require a broader interdisciplinary perspective.

Faculty Professional Development in the Graduate Liberal Studies Program

Introduction

Faculty professional development is viewed partly in terms of such quantifiable factors as degrees earned, years of service to UNCW, student evaluations of teaching, and professional service. It is also observed in intangible qualitative factors which are difficult to measure quantitatively, such as intellectual curiosity, creativity, enthusiasm, interest in helping students and the ability to motivate them, teaching effectiveness, and cooperative, harmonious relationships with colleagues. Comprehensive evaluations of faculty therefore must use subjective as well as objective measures.

Mentoring Policy

The Graduate Liberal Studies Program recognizes the value of mentoring lecturers and part-time instructors as part of the process of academic growth and development. The director will serve as a mentor for the lecturer. The mentor will advise the lecturer member on academic policy and other matters involving orientation to the program and the university. Part-time instructors will be mentored on request by the director or assistant director.

Faculty Evaluation

Guidelines and Procedures

Evaluation in the Graduate Liberal Studies Program takes place during every spring semester. The purposes of the evaluations are:

- to help in complying with the suggestions of the Southern Association of Colleges and Schools Accreditation Committee that UNCW needs stronger evaluation procedures for its faculty;

- to assist the director in making his or her annual report to the Dean of the College of Arts and Sciences;
- to provide members of the program with an opportunity to showcase their activities and accomplishments for the year.

The evaluations are made on the basis of three general areas, Teaching, Research, and Service, and correspondingly consist of three separate numerical scores. Each of these general areas is broken down into more specific categories explained below.

The Basis for Evaluation

The primary document for the evaluation is each individual's Annual Report to the Director. In addition, supporting documentary evidence, such as books, journals, off prints of articles, acceptance letters, supplementary student evaluations, thank-you notes, etc., should be included.

Each program member should submit a brief (approximately one-page) self-evaluation, assessing his or her own accomplishments for the past year and plans for the upcoming year. The self-evaluation should also include a numerical score for teaching, research, and service, as described below, under "Method of Evaluation."

Presenting one's report is an opportunity to demonstrate one's contributions in teaching, research, and service. Those who fail to submit any questionnaire, materials, or self-evaluation to the director are evaluated nonetheless. It is thus in the interests of each program member to cooperate to make his or her case, since evaluations are made on the basis of written materials.

Criteria for Evaluations

The format for the Annual Report to the director provides a guideline for the criteria involved in the areas of Teaching, Research, and Service. (The format for the annual report is appendix A of this document.)

- For instance, under Teaching, one submits representative syllabi, exams, other pertinent course materials, and evidence of other activities relevant to teaching.
- Under Research, one includes all scholarly publications such as books, refereed journal articles, chapters in books, as well as papers presented at professional meetings, works in progress, grants, and evidence of other activities relevant to research. Note: at present, research is not an expectation for the Lecturer / Assistant Director of the Graduate Liberal Studies Program. However, he or she may wish to include his or her research activities to enhance the report.
- Under Service, one includes service to the university (e.g., committee assignments, faculty senate, sponsorship of student organizations); professional service (e.g., memberships, conferences attended, offices held); community service (e.g. public lectures, media presentations, participation in civic affairs or educational events). It would be helpful to the evaluation committee to know approximately how much of the department member's time each of these service listings require.

Method for Evaluations

The director rates each program member in each of three categories using a *four-item* scale, with a written evaluation or explanation of the numerical rating. The scale to be used is the following.

- “NA” **Not Applicable** (This rating should be given, for example, when leave of absence, special research grant, or some other circumstance precludes service, or frees the program member from teaching assignments.)
- “1” **Below Average** (This rating should be given when teaching or research is below program’s standards or when no appropriate service was done.)
- “2” **Good** (This rating should be given when efforts are considered appropriate to the individual’s professional development, that is, when they are within the parameters of the ‘program’s average.’)
- “3” **Excellent** (This rating should be given when efforts are considered to be noteworthy, or outstanding.)

Graduate Liberal Studies Program Director

Job Description and Responsibilities

The director of the Graduate Liberal Studies Program serves its faculty as a leader, organizer, and facilitator, acts as the program’s representative to the Dean of the College of Arts and Sciences and other administrators, and administers the programs and supervises the staff of the department. He or she is the instructor of record for all GLS 598: Final Project courses.

Term of Office

The director of the Graduate Liberal Studies Program serves for a term of four years, which may be renewed. The term begins the July 1 following appointment by the Dean of the College of Arts and Sciences.

Organization

- The director must be aware of and attentive to the program’s and the university’s deadlines.
- The director is responsible for developing and maintaining—with the advice and consent of the faculty—program’s objectives, long-term planning, and on-going evaluation procedures.
- The director is to administer the program’s budget in such a way that the instructional needs of individual faculty are balanced with the program’s needs.
- The director is to prepare schedules and teaching assignments in such a manner that both the needs of individual faculty and the needs of the program as a whole are balanced.
- The director is to schedule the program’s Advisory Council meetings in a timely manner and to lead them efficiently and democratically.

Communication

- The director should be accessible to GLS faculty, staff, and students.
- The director should provide leadership within the program, while remaining sensitive to the wishes and needs of its various concentrations.
- The director should facilitate communication among departmental faculty, staff, and students, working to resolve conflicts if they appear.
- The director represents the program to the college and the university administration, and should advocate the collective wishes of the program to the administration.
- The director is responsible for relaying information and directives from the administration to the entire program. The director should also attempt to keep the faculty informed of opportunities for curriculum development and research support.
- The director is responsible for providing reports and recommendations requested by the college or the university, but should solicit input from department faculty on such reports and recommendations, as well as on hiring, promotion, and tenure decisions.

Personnel

- The director is responsible for the evaluation of teaching, research, and service within the program.
- The director is responsible for hiring, supervising, and evaluating the program's staff and student workers.
- The director is responsible for submitting recommendations to the Dean of the College of Arts and Sciences on hiring, promotion, tenure, and reappointment, and on merit pay increases in accordance with program and university guidelines.

Director Recruitment

The director of the Graduate Liberal Studies Program is appointed for a renewable four-year term by the Chancellor on the recommendation of the Provost and the Dean of the College of Arts and Sciences.

Qualifications required in a director ordinarily include:

- tenure and associate or full professor rank;
- at least three years of full-time service at UNCW (for internal candidates);
- evidence of effectiveness in teaching, a continuing pattern of achievement in research, regular professional service, and active professional development;
- leadership ability;
- administrative skills.

In the spring semester prior to a current director's last year of service, the Dean will consult with the program's advisory committee regarding the director's replacement. The Dean will invite applications from the UNCW faculty. All applicants should submit the following application materials: (1) a statement of administrative philosophy, (2) a summary of the applicant's research, (3) evidence of teaching effectiveness, (4) a curriculum vitae, and (5) a

statement of the applicant's vision for the program's future. The inclusion of references (or a list of references' names, addresses, and telephone numbers) is optional. The Dean, in consultation with the Associate Deans, will review the applications, interview candidates, and recommend the applicant to the Provost for approval.

If the current director wishes to renew for an additional term, the director should notify the Dean. The Dean will determine whether the term is renewed or a search for a new director will be initiated.

GLS Assistant Director

An assistant director / lecturer—who will otherwise perform the duties of the director in the director's absence—should be selected by the director.

The duties of the assistant director are those designated to that person by the director and include:

- teaching 3 courses in the GLS program in each of the Fall and Spring semesters
- advising half of the Master of Arts in Liberal Studies (MALS) students
- advising all Post-Master's Certificate in Liberal Studies (PMCLS) students
- advising the Graduate Liberal Studies Student Association
- reading MALS final projects for format and language
- administrating the PMCLS qualifying exit examination
- reviewing with the director all MALS and PMCLS applications
- serving on the GLS Advisory Committee
- supervising the GLS Journal and annual conference
- editing the GLS online journal

GLS Advisory Council

The Graduate Liberal Studies Program Director will appoint, in consultation with the Dean of the College of Arts and Science, a GLS Advisory Council. Normally, this Advisory Council will consist of the Director, the Assistant Director, the Director of the UNCW Onslow County Extension Program, a full-time UNCW faculty member who regularly teaches in the GLS Program, and a regular part-time instructor for the GLS Program. The duties of the Advisory Council include:

- evaluating course proposals and selecting the courses for the upcoming academic year
- developing and approving GLS Program policies
- participating in the search for a new director or assistant director
- evaluating assessment procedures and making changes as needed
- evaluating the assessments and making recommendations for changes to the curriculum

- participating in the peer evaluation full-time GLS faculty

GLS Instructors

Since the GLS Program receives more proposals than courses it can offer each semester, it may not be possible for the program to offer employment to each instructor who has submitted a course proposal. It is also unlikely that any instructor would be permitted to offer two courses during one academic year.

The selection criteria used by the GLS Advisory Committee in determining the curriculum for any academic year include:

- Interest to GLS students: The GLS Advisory Committee will choose courses it feels would be interesting to GLS students.
- Variety: The GLS Advisory Committee will seek to ensure the courses selected represent the broad thematic areas of 1) social concerns and cultural systems; 2) environment, science, and society; and 3) arts, literature, and society. It is also unlikely that two closely related courses would be offered during the same semester.
- Reputation of the Instructor among GLS students: Instructors with poor SPOTs should not expect to teach for the program. For the sake of variety, instructors who are new to the GLS Program or UNCW will also be considered.
- Reputation of the Instructor in the GLS office: Instructors who fail to administer SPOTs, to submit grades on time, to fill out required forms for employment, to reply to official GLS emails, to use their official UNCW email account, etc. will not be permitted to teach within the program.

A curriculum vitae and criminal background check is required for all first-time hires and for instructors who have not taught for UNCW for a semester.

Annual Evaluation Process

Annual written evaluations are made of each full-time faculty member by the GLS Program Director. The faculty member shall have the opportunity to reply in writing to the evaluation. Evaluations must be completed by July 1 of each year. Recommendations for merit salary increases rely heavily on the written evaluation document, but recommendations for reappointment do not necessarily rely on the annual cumulative reports.

The Director's evaluation draws from peer evaluations, student evaluations, and subjective assessments.

The peer evaluations are based on a review the faculty member's annual report and course syllabi. The faculty member may include reprints of publications or reviews of performances. For new and non-tenured faculty, peer review includes direct observation of classroom teaching.

Hiring Procedures

The Graduate Liberal Studies Program is subject to and abides by all federal and state regulations, all University of North Carolina policies, and all UNCW policies and procedures concerning employment. The following points of procedure are designed to supplement such institutional procedures at the program level.

When hiring full-time faculty:

- The director is responsible for coordinating the hiring process with the university compliance officer and the office of the Dean of the College of Arts and Sciences.
- The director is responsible for recommending appropriate members of the search committee to the Dean. The chair, working with the committee, prepares an announcement describing the position. The announcement will be published according to institutional guidelines.
- The director receives and reviews all applications for the position. The committee submits to the director of the program the names of the candidates whom it judges suitable for interview.
- If possible, a member or members of the committee will ordinarily interview candidates at professional meetings.
- The committee recommends to the director not less than three finalists to be brought to the campus for final interview.
- Prior to the campus interviews, the dossiers of candidates are made available for faculty review in the GLS program's office.
- The campus interview includes at least a teaching demonstration, a seminar with faculty and students, and an interview session with the members of the program.
- After all candidates have been interviewed on campus, the director will convene a meeting of the program to discuss the candidates and to arrive at a hiring recommendation.
- The director is responsible for final action at the departmental level and for submitting a recommendation to the Dean.

When hiring full-time UNCW faculty for GLS courses:

- The faculty member must submit a completed course proposal form by the deadline set by the director. The faculty member must receive permission from his or her chair to teach for the GLS Program. And, the faculty member must be a member of the Graduate School.
- The GLS Advisory Committee meets to determine the courses selected.
- The faculty member must fill out required forms for employment, to reply to official GLS emails in a timely manner, and use their official UNCW email account.

When hiring part-time instructors for the GLS courses:

- The potential instructor must submit a completed course proposal form by the deadline set by the director. He or she must already be a member of the Graduate School or able

to meet the Graduate School's requirements. If the latter case, he or she must apply to become a member of the Graduate School.

- The GLS Advisory Committee meets to determine the courses selected.
- The instructor must fill out required forms for employment, to reply to official GLS emails in a timely manner, and use their official UNCW email account.

All Instructors must submit grades on time and administer SPOTs according to UNCW's procedures. Failure to abide by these policies means the GLS Program will not allot courses to the instructor in the future.

Travel Funds Policy

The Graduate Liberal Studies Program recognizes the importance of faculty professional development and encourages its full-time members to participate in relevant professional meetings and conferences. Funding for such professional development shall be allocated with priority given to the following levels of participation, ranked in order of decreasing priority:

- (1) service to the program and/or the university (such as interviewing job candidates),
- (2) delivering a paper or a formal paper length written response to a paper or group of papers,
- (3) taking an active part in a pre-organized panel,
- (4) service to the profession, e.g., as an elected officer taking an active role in business meetings, as an organizer of a panel, seminar, or session,
- (5) delivering informal responses to paper(s),
- (6) participation in an ongoing seminar (i.e., a formally organized group, but one larger than a four or five person panel)
- (7) presiding at a session [introducing speakers],
- (8) attendance without formal participation.

In case of insufficient funds to support the requests of all faculty members with the same priority, the Graduate Liberal Studies Program, in accordance with the priorities set by Academic Affairs, recognizes the greater professional and financial needs of full-time, junior faculty. However, the GLS Program also recognizes the need for fairness and reasonableness in the allocation of travel funds: program's members attending several conferences or professional meetings in one year, even with levels of participation with the highest priorities, should not expect funding for each conference or meeting. Similarly, because of the much greater costs of overseas conferences or meetings, faculty should not expect full funding when the Program's funds are limited. Moreover, the faculty member should apply for support through the Office of International Programs.

Each faculty member has the responsibility of informing the director of the Program at the beginning of the academic year (or as soon as possible) of upcoming travel needs.

Faculty Workload

Definition

Faculty workload in the Graduate Liberal Studies Program consists of the following professional activities: teaching, service, and scholarship. Under almost all circumstances, full-time program members are expected to carry 100% annual workloads in which all of these components are reflected within the ranges given below.

Workload Parameters

Teaching activities

The Graduate Liberal Studies Program regards teaching as its primary mission. Therefore, it is expected that approximately 75 percent of faculty workload during a typical academic year will be committed to teaching activities, both in and out of the classroom.

A typical three-credit course involves preparation, teaching, grading and advising, and is assumed to require 12.5% of a program member's workload. Three three-credit courses for each of the fall and spring semesters in an academic year require 75% of annual workload. Recognition will also be given for other teaching responsibilities, such as Directed Individual Studies and Final Project supervision, but these activities in themselves do not warrant a reduction in course load. Faculty who are not classified as research-active [see below], and who have no special administrative/service duties will teach four three-credit courses for each of the Fall and Spring semesters.

Research Accomplishment

Research accomplishments advance knowledge in the program member's academic discipline, enrich society, bring recognition to UNCW, and contribute to the quality of teaching.

Research is not expected of the GLS Assistant Director because teaching and administrative service are his or her primary duties.

Service

Service responsibilities of program members are defined as formal and informal professional activities on behalf of the program, College, University, as well as the community at large. It is expected that service activities will constitute approximately 25% of a faculty member's annual workload.

Faculty Reassignment Procedures

Pursuant to University and College guidelines on faculty reassignment, the Graduate Liberal Studies Program procedures shall be as follows.

1. An eligible faculty member submit, by the appropriate deadlines, applications to the director for reassignment.
2. The director forwards the applications to the relevant University or College committee.

Appendix A

Format for a Faculty Member's Annual Report to the Director

Academic Year [e.g., 2001-2002] Annual Report to Director
Time Span Covered by Report [e.g., May 2001 - April 2002]

Your Name
Your Rank
Graduate Liberal Studies Program
University of North Carolina at Wilmington

Date Submitted

NOTE: This report *for the most part* uses the categories and structure of the RPT application as outlined in the UNCW Faculty Handbook, Appendix C: "Criteria for Reappointment, Promotion, and Award of Tenure." Sections I - III of the RPT form do not apply to annual reports.

IV Teaching

Courses Taught

Summer I 2007 — 00 courses	[Total Number] 00 students
GLS 000 00 students (title)	
Summer II 2007 — 00 courses	[Total Number] 00 students
GLS 000 00 students (title)	
Fall 2008 — 00 courses	[Total Number] 00 students
GLS 000 00 students (title)	
GLS 000 00 students (title)	
GLS 000 00 students (title)	
Spring 2008 — 00 courses	[Total Number] 00 students
GLS 000 00 students (title)	
GLS 000 00 students (title)	
GLS 000 00 students (title)	

Teaching Evaluations

Peer Evaluations of Teaching – Classroom Visitation

Advisees

List of names ...

At this point, continue to use the categories and structure of the RPT application as outlined in the UNCW Faculty Handbook, Appendix C: “Criteria for Reappointment, Promotion, and Award of Tenure,” beginning with the optional categories of Part IV, and followed by Part V (Research), and Part VI (Service).

At the end of the annual report, include the following sections.

Self-Evaluation

The Past Year

Goals and Plans

Numerical Self-Assessment

TEACHING 3 (excellent) / 2 (appropriate) / 1 (below average)
— [main reason for this assessment]

RESEARCH 3 (excellent) / 2 (appropriate) / 1 (below average) / Not Applicable
— [main reason for this assessment]

SERVICE 3 (excellent) / 2 (appropriate) / 1 (below average) / Not Applicable
— [main reason for this assessment]

Teaching Evaluations

SPOT Question 16 number listed by course

GLS 000-00 0.00 [spot number]

GLS 000-00 0.00 [spot number]

GLS 000-00 0.00 [spot number]

Optional evaluation of your SPOT results

You may append selected individual SPOT forms if desired.

Appendix B
Format for Classroom Evaluation of Teaching

Graduate Liberal Studies Program
Classroom Visitation Report

Instructor: _____ Course Number & Title: _____

Observer: _____ Date: _____

Class Topic and Format: _____

Evaluation of Instructor's Planning and Preparation

Evaluation of Instructor's Presentation

Clarity

Organization

Coherence

Audibility

Effective use of board or multimedia

Control of the classroom

Other

Interaction with Students

Maintenance of attention and interest

Student involvement

Responsiveness to students

Other

Were students prepared?

Were class objectives met?

Comments on Strengths and Weaknesses

Dated Signature of Observer