ANNOUNCEMENT

MEETING
BOARD OF TRUSTEES
OF
APPALACHIAN STATE UNIVERSITY

The Board of Trustees of Appalachian State University will convene for a meeting via conference call on Tuesday, June 18, 2024, at 9:00 am.

Dial: 1 646 931 3860
Meeting ID: 976 6565 4109
Participant ID: 222253 Passcode: 222253

AGENDA

1. Call to Order in Open Session

2. Roll Call & Approval of Absences

3. Convene in Closed Session

4. Closed Session – N.C. Gen. Stat. § 143-318.11(a)(1), Closed Session to prevent the disclosure of privileged or confidential information pursuant to North Carolina General Statute § 126-22; and

   consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee in accordance with N.C.G.S § 143-318.11(a)(6).

5. Reconvene in Open Session

6. Academic Affairs Policies (EXHIBIT A-1, A-2 & A-3)

7. Contract Approval

8. Capital Projects (EXHIBIT D-1, D-2 & D-3)

9. Parking Policy (EXHIBIT E-1)

10. Adjournment
Performance Review of Tenured Faculty (Post-Tenure Review)

I. Purpose. To support and encourage excellence among tenured faculty, there shall be a post-tenure review process. The post-tenure review process at constituent institutions of the University of North Carolina is a cumulative, holistic, and comprehensive periodic evaluation of tenured faculty performance designed to:

A. Assist faculty members in meeting university performance expectations;

B. Recognize and reward exemplary performance when faculty members exceed expectations;

C. Provide for a clear plan and timetable for improvement of performance when faculty do not meet expectations; and

D. Provide for the imposition of appropriate sanctions, consistent with Chapter VI of The Code of the University, when faculty members do not meet the goals established in a faculty success plan.

II. Definitions. The following terms, as defined, shall be utilized by constituent institutions in post-tenure reviews of tenured faculty:

A. Exceeds Expectations: The faculty member consistently and considerably surpasses established goals in the faculty member’s annual and long-term work plans.

B. Meets Expectations: The faculty member consistently achieves and may occasionally surpass established goals in the faculty member’s annual and long-term work plans.

C. Does Not Meet Expectations: The faculty member does not consistently achieve established goals in the faculty member’s annual and long-term work plans.

D. Faculty Success Plan: A formative strategy that includes specific steps designed to lead to a faculty member’s improved performance in achieving established goals in the faculty member’s annual and long-term work plans. This plan shall include a specified timeline in which improvement is expected to occur and a clear statement of consequences should improvement not occur within the designated timeline.

III. Policy and procedure requirements for post-tenure review of tenured faculty:

A. Each constituent institution shall adopt and maintain policies and procedures for the performance review of tenured faculty members consistent with this policy as well as with the mission of the institution.
B. For each tenured faculty member, a post-tenure review shall take place at least every five years. A review undertaken as part of the process for conferring tenure or recommending a faculty member for promotion qualifies as a cumulative performance review; the next post-tenure review shall occur five years after the date of the conferral of tenure or promotion regardless of the date of any preceding review.

C. All participants in the post-tenure review shall consider the faculty member’s annual evaluations and any faculty success plans that were required in the time period under review.

D. Each institution shall publish and make accessible to faculty members any refinement to the definitions of the evaluation categories (exceeds expectations, meets expectations, does not meet expectations). Such refinements shall be consistent with this policy and any regulations adopted by the president.

E. Faculty members shall conduct a self-evaluation to be used in the post-tenure review.

F. Faculty peers shall be included in the post-tenure review process.

G. The post-tenure review process shall include written feedback to the faculty member being reviewed as well as a mechanism for faculty response to the evaluation.

H. Both the department chair/unit head and the dean shall conduct an evaluative review in the post-tenure review process.

I. Each constituent institution shall develop appropriate recognition of faculty who receive a post-tenure review evaluation of Exceeds Expectations.

J. Each constituent institution shall require a faculty success plan for each faculty member who does not meet expectations in the post-tenure review. These faculty success plans shall include specific steps designed to lead to improvement, a specified timeline consistent with UNC Policy 400.3.3.1[R], Regulation on Performance Review of Tenured Faculty (Post-Tenure Review), in which improvement is expected to occur, and a clear statement of consequences should improvement not occur within the designated timeline.

K. Institutional policies for post-tenure review shall not abrogate, in any way, the criteria and procedures for disciplinary action or faculty employment rights established in Chapter VI of The Code of the University.

IV. Compliance, Reviews, and Updates of Policies and Procedures

A. The chief academic officer, however titled, shall certify via annual report that all aspects of the post-tenure review process are in compliance with this policy and any associated regulations adopted by the president of the University.

B. Institutions shall review and, as needed, update their post-tenure review policies and procedures on a regular timeline in accordance with appropriate institutional policies.

C. The post-tenure review policies and procedures developed or updated by each constituent institution shall be effective upon review and approval by the president of the University, or designee, in accordance with any regulations adopted by the president.
V. The president of the University shall adopt regulations for tenured faculty performance reviews (post-tenure review) to ensure compliance with this policy and The Code of the University.

VI. Other Matters

A. Effective Date. The requirements of this policy shall be effective with the 2024-2025 academic year. Institutions shall have internal policies in place at the beginning of that academic year.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted by the president.

D. Periodic Review. Each institution shall review their institutional policy at least every five years and submit a copy of that review and any changes made to the president.

E. Approvals. All policies and procedures required under this policy must be submitted by the constituent institutions to the UNC System Office and approved by the president.

*Supersedes and replaces the prior UNC Policy 400.3.3, “Performance Review of Tenured Faculty” as this version was approved by the Board of Governors on January 25, 2024.
As noted in *The Code of the University*, and due its unique characteristics and mission, the University of North Carolina School of the Arts shall be exempt from the requirements of this policy and associated guidelines. Additionally, the North Carolina School of Science and Mathematics is exempt from this policy, as it does not have tenured faculty.
Regulation on Performance Review of Tenured Faculty (Post-Tenure Review)

I. Purpose. This Regulation is designed to assist constituent institutions in formulating policies and procedures concerning performance reviews of tenured faculty, and ensuring those policies and procedures are both promulgated and periodically reviewed to continue the rigorous application of post-tenure review as intended by the Board of Governors in UNC Policy 400.3.3.

II. Development and Approval of Institutional Post-Tenure Review (PTR) Policies and Procedures. In addition to the parameters set forth in UNC Policy 400.3.3, each constituent institution shall observe the following in developing or revising institutional policies and procedures for post-tenure review:

A. PTR policies and procedures shall be developed by the chief academic officer, however titled, or designee, in consultation with the representative body of the institution's faculty.

B. PTR policies and procedures shall examine faculty performance relative to the mission of the institution, college, and department/program, and consistent with Chapter VI of The Code.

C. As part of the PTR policies/regulations, each institution shall develop and publish procedures/guidance on tenured faculty member long-term work plans. These long-term work plans shall cover the five years of the post-tenure cycle. Institutional policies/regulations shall include the format and any requirements required of all long-term work plans.

D. PTR policies shall be approved by the constituent institution’s board of trustees.

II. Post-Tenure Scope and Review Categories:

A. Post-tenure reviews shall evaluate all aspects of the professional performance of tenured faculty members, whose primary responsibilities are teaching, research/creative activity, and service. These evaluations shall be based on the faculty member's long-term work plan.

1. Post-tenure review and resulting recommendations shall take the allocation of a faculty member's responsibilities into account.

2. If a faculty member is reassigned to other duties (e.g., department chair or academic unit head) for .50 FTE or more, or is occupying a leave-earning position (e.g., SAAO Tier I or Tier II), that faculty member shall not be required to undergo post-tenure review until having completed a five-year cycle following the reassignment.

B. Institutional post-tenure review policies and procedures shall utilize the three assessment categories defined in UNC Policy 400.3.3: exceeds expectations, meets expectations, and does not meet expectations. Per UNC Policy 400.3.3, Performance of Tenured Faculty (Post-Tenure Review), Section III. D., if a constituent institution has developed
and published refinements to the definitions of the evaluation categories, those requirements must be employed in the review process.

III. Post-Tenure Review Processes: Institutional post-tenure review policies and procedures shall require the following:

A. Institutions shall utilize the training provided by the UNC System for all post-tenure review evaluators, including peer review committee members, department chairs/academic unit heads, and deans.

B. At the beginning of the post-tenure review cycle, the faculty member and the department chair/academic unit head shall develop a long-term work plan. That plan shall be coordinated with the annual work plans and evaluations required by UNC Policy 400.3.4, Policy on Faculty Workload, although annual evaluations are not a substitute for the comprehensive, periodic, cumulative performance (post-tenure) review required by the Board of Governors. The plan shall be approved by the college/school Dean (or appropriate next-level supervisor).

1. Institutional policies and procedures shall allow faculty members, in consultation with the department chair/academic unit head, to modify the long-term work plan annually, if deemed appropriate by changes in institutional, departmental, or personal circumstances. Plan modifications must be approved by the college/school Dean (or appropriate next-level supervisor).

2. Institutional policies and procedures shall address how any faculty success plans resulting from an annual evaluation shall be considered in the post-tenure review process.

C. A post-tenure evaluation committee, consisting of tenured faculty, for a department/academic unit shall be selected by a process agreed upon by the tenured faculty in that unit, in accordance with the following guidelines.

1. The faculty member being reviewed shall not have the option of selecting members of the post-tenure evaluation committee.

2. The post-tenure evaluation committee shall consist of no less than three (3) tenured faculty members from the department/unit.

3. If the institution’s department includes no other expert in the specific field of research/creative activity of the faculty member under review, institutions may establish a process for requesting external faculty experts to provide a review of the candidate’s work (e.g., research and publications). The external expert shall be a tenured faculty member and, if available, from a UNC constituent institution.

D. A self-assessment component shall be part of the post-tenure review processes. This component shall provide faculty members the opportunity to offer the post-tenure evaluation committee an important perspective. Each institution shall design and define the specifics on length, format, and required information for these self-assessments.

E. The post-tenure evaluation committee shall provide a brief, written rationale for each assessment in each relevant category (teaching, research/creative activity, service), in accordance with the faculty member’s long-term work plan and allocation of duties. The peer
review committee shall provide an overall ranking of exceeds expectations, meets expectations, or does not meet expectations.

1. Any performance review that includes a recommendation for recognition of performance that exceeds expectations shall include a statement of the faculty member’s primary responsibilities and specific descriptions of how the faculty member exceeded assigned duties and the directional goals established.

2. Any performance review that indicates the faculty member does not meet expectations shall include a statement of the faculty member’s primary responsibilities and specific descriptions of shortcomings as they relate to the faculty member’s assigned duties and the directional goals established.

F. The department chair/academic unit head shall provide a separate, written evaluation of the faculty member. That evaluation shall explicitly state points of concurrence or points of variation from the post-tenure evaluation committee. Any recommendation for a faculty success plan or for recognition of performance that exceeds expectations shall be accompanied by a specific rationale for that recommendation.

G. Before the reviews of the post-tenure evaluation committee and the department chair/academic unit head proceed to the dean, the faculty member shall have no less than fourteen (14) calendar days from receiving these documents to provide a written response. If the faculty member under review disagrees with the evaluation, the response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward.

H. The appropriate dean shall provide a written evaluative review based on the faculty member’s materials and the reports of the post-tenure evaluation committee, the department chair/academic unit head, and any written response from the faculty member. Other than relief available through an institutional grievance process, the dean’s rating is the final rating (and one reported to the UNC System Office).

1. A faculty member whose review results in an overall rating of exceeding expectations shall be considered to have completed the post-tenure review process. Institutions shall create a process to forward recommendations regarding a faculty member exceeding expectations to the chief academic officer, however titled, for recognition and/or reward. Institutional policies shall indicate how the names of faculty who exceeded expectations are advanced for such recognition and/or award, what types of recognition and/or reward are available, and how such recognition and/or award are/is bestowed.

2. A faculty member whose review results in an overall rating of meets expectations shall be considered to have completed the post-tenure review process.

3. A faculty member whose review results in an overall rating of does not meet expectations shall be subject to a faculty success plan.

I. Faculty success plans shall be formative, developed in cooperation with the faculty member, and include specific steps designed to lead to improvement. Institutions shall specify timelines of at least one year from the date of the implementation of the success plan, or longer, depending on the area in which improvement is required. The faculty success plan must include a clear statement of consequences, in accordance with Chapter VI of The Code should improvement not occur within the designated timeline.
1. Peer mentoring is encouraged as part of the faculty success plans.

2. Progress meetings with the department chair/academic unit head shall occur on at least a semi-annual basis during the specified timeline.

3. The department chair/academic unit head, in consultation with the dean, may redefine faculty workloads and distribution of teaching, research/creative activity, and service in cases where a faculty member receives a does not meet expectations post-tenure review assessment.

   a. The chair/head and dean shall ensure any changes to these duties are not punitive responses to the faculty member and instead address ways to support the department, school/college, and institution to better leverage the faculty member’s expertise and abilities and improve their performance.

   b. The faculty success plan shall detail the changes in duties and responsibilities the faculty member’s annual work plan shall also change accordingly to ensure the faculty member is evaluated appropriately, based on the relevant allocation of workload.

J. The department chairs/academic unit heads, through their deans, shall certify compliance with all aspects of the post-tenure review process and with UNC policy and guidelines to the chief academic officer, however titled. The chief academic officers, in turn, shall note the institution’s compliance in an annual report on post-tenure review to the UNC System Office.

IV. The UNC System Office shall review the post-tenure review processes of all institutions on a five-year rotating cycle, unless irregularities at a particular institution are identified.

A. If/when such irregularities are identified, then the UNC System Office shall conduct more frequent reviews of that institution, as deemed appropriate by the president or designee.

B. As part of this review, the president or designee shall certify that the constituent institution is in compliance with all aspects of the policy and guidelines.
with a copy to the Department Chair and Dean, with an effective date at the end of the term in which they intend to resign (December 31 or June 30). Upon receipt of the notice of intent to resign, the Provost and Executive Vice Chancellor or their designee shall respond in writing to the faculty member confirming the resignation and shall state the effective date of such resignation.

3.4.5 Faculty Retirement. Faculty members shall consult with the Office of Human Resources regarding retirement. All retirements shall be in accordance with Chapter 135 of the North Carolina General Statutes. Full-time tenured faculty members may also be eligible for Phased Retirement. When a faculty member retires, the faculty member relinquishes all tenure rights, and any subsequent employment shall be subject to University post-retirement policies.

3.4.6 Summer Appointments and Resignations. All tenure-track and tenured faculty members who agree to teach during the summer are paid for summer course work based on a percentage of their nine-month base salary. If a tenure-track or tenured faculty member submits their intention to resign, resigs, or is terminated from their faculty position prior to August 30 they will not be paid the percentage of their nine-month base salary, but instead will be paid at the posted adjunct salary rate in the Academic Affairs Pay Schedule for all summer work performed.

3.4.7 Abandonment of Position. Any faculty member who needs to be absent during the academic term shall notify their Department Chair and Dean in writing in advance of the proposed absence. Any faculty member who does not report for the opening day of classes in any term and continues to be absent for fourteen (14) calendar days without being excused by the Department Chair and Dean, or is absent at any point in the term for fourteen (14) consecutive days when classes are in session without being excused by the Department Chair and Dean, shall be subject to formal discharge in accordance with Chapter 9 of this Faculty Handbook.

3.5 Distinguished Professorships. All Distinguished Professorships must be created in accordance with the UNC System policies and applicable state law. Approval of any new Distinguished Professorships or revisions to a current Distinguished Professorship must be approved by the Board of Trustees and the President of the UNC System.

3.6 Faculty Teaching Effectiveness Performance Indicators. Due to the primacy of teaching, all faculty members shall be subject to regular teaching performance assessment, which shall include at minimum the following: (1) student reviews of instruction and (2) peer observation of teaching. Both shall be conducted at regular intervals as designated below. Any other assessments must be described in the foundational documents of the Department.

3.6.1 Student Reviews of Faculty Instruction. The University’s online student reviews shall be conducted in all classes in at least one (1) semester of each academic year. Colleges/Schools and Departments may choose to review more frequently and/or employ additional methods to offer students the opportunity to provide feedback on instruction, but those methods must be outlined in the College/School or Department’s foundational documents.

3.6.2 Peer Observation of Faculty Teaching. Faculty members shall participate in peer observation of teaching in accordance with the following:

a. During the probationary period, Tenure-Track Faculty shall participate in a minimum of one (1) peer observation of teaching per academic year. There shall be a peer observation of a tenured faculty member a minimum of one (1) time per five (5) year period.

b. Departments shall adopt procedures and practices for peer observations of teaching, which shall be included in their Department’s foundational documents, that shall include: (i) An orderly rotation among all faculty of the responsibility for peer observations; (ii) A uniform format for the observation; (iii) Reporting of the results to Department Chairs, with a copy provided to the faculty member being observed, within ten (10) calendar days following the observation; (iv) The right of a faculty member being observed to request an additional peer observation by a different faculty
3.10.3 **Chair Recommendation.** The Department Chair shall review the APT Committee vote and all attached materials. The Department Chair will submit their own independent recommendation regarding promotion and/or tenure, which must include a statement of reason(s) for the Chair’s recommendation, with all attached materials to the Dean (with a copy to the faculty member) within seven (7) calendar days, except under extenuating circumstances.

3.10.4 **Dean Recommendation.** The Dean shall review the Department Chair’s recommendation and all attached materials. The Dean will submit their own independent recommendation regarding the promotion and/or tenure of the faculty member, which must include a statement of reason(s) for the Dean’s recommendation, to the Provost and Executive Vice Chancellor (with a copy to the faculty member) no later than the deadline located in the Academic Affairs Promotion, Tenure and Reappointment Deadline Chart, which is updated annually.

3.10.5 **Provost Recommendation.** The Provost and Executive Vice Chancellor shall review the Dean’s recommendation and all attached materials. The Provost and Executive Vice Chancellor will submit their own independent recommendation regarding promotion and/or tenure to the Chancellor and make all materials available to the Chancellor. The Provost and Executive Vice Chancellor’s recommendation shall be submitted to the Chancellor (with a copy to the faculty member) by the deadline located in the Academic Affairs Promotion, Tenure and Reappointment Deadline Chart, which is updated annually, except under extenuating circumstances.

3.10.6 **Chancellor Recommendation to the Board of Trustees.** If the Chancellor recommends that a faculty member be granted a promotion in rank and/or tenure, the Chancellor shall forward the recommendation to the Board of Trustees for a final decision. If the Chancellor does not recommend promotion or tenure, the Chancellor shall notify the faculty member in writing and the faculty member will have the right to seek a review of the Faculty Employment Decision in accordance with Chapter VI, Section 604 of The Code, if the faculty member believes the decision was made based on an Impermissible Basis.

3.10.7 **Final Decision by Board of Trustees.** For faculty members not hired initially with academic tenure, academic tenure or promotion in rank may only be conferred by action of the Board of Trustees. The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.

3.11 **Performance Review of Tenured Faculty (Post-Tenure Review).** Post-Tenure review ("PTR") is a cumulative, holistic and comprehensive periodic evaluation of tenured faculty performance that 1) Assists faculty members in meeting university performance expectations; 2) Recognizes and rewards exemplary performance when faculty members exceed expectations; 3) Provides for a clear plan and timetable for improvement of performance when faculty do not meet expectations; and 4) Provides for the imposition of appropriate sanctions, consistent with Chapter VI, Section 603 of The Code, when faculty members do not meet the goals established in a faculty success plan [FSP]. For each tenured faculty member a PTR shall take place at least every five (5) years, after a faculty member has received tenure. This review is in addition to the required annual performance review. The purpose of PTR shall be to support and encourage excellence among the tenured faculty by: (1) recognizing and rewarding exemplary (exceeding expectations) faculty performance; (2) providing a clear plan and timetable for improvement to faculty performance that does not meet expectations; and (3) providing for the imposition of appropriate corrective measures for those faculty whose performance continues to not meet expectations, up to and including formal discharge in accordance with Chapter VI, Section 603 of The Code.

PTR shall provide for the evaluation of all aspects of the professional performance of tenured faculty members, whose primary responsibilities are teaching, research/creative activities, and/or service. These evaluations shall be based on the faculty member’s long-term work plan. PTR and resulting recommendations shall take the allocation of a faculty member’s responsibilities into account. [Ref. Workload policy here] If faculty responsibilities are primarily in one or two of these areas, PTR and-
resulting recommendations shall take this allocation of responsibilities into account. Faculty performance shall be examined relative to the mission of the university, college, school, and program. All PTRs shall include a self-assessment component by the faculty member under review; written rationale for each assessment in each relevant category (teaching, research/creative activity, service), in accordance with the faculty members long-term work plan and allocation of duties; and an overall ranking of exceeds expectations, meets, expectations, or does not meet exceptions. Reviews must include a statement of the faculty member’s primary responsibilities and delineate specific strengths and weaknesses as they relate to the

3.11.1 Post-Tenure Review Training. All post-tenure review evaluators, including peer review committee members, department chairs, and deans shall complete training provided by the UNC System. [ADD LINK TO TRAINING]

3.11.2 Faculty member’s performance in teaching, research, scholarship and/or service.

3.11.1—Beginning PTR. At the beginning of the PTR cycle, the faculty member shall develop, with their Department Chair, a long-term, five-year work goal or plan that shall be coordinated with the annual work plans and annual evaluations [UNC Policy 400.3.4], which shall be approved by the Dean. This long-term plan can be modified annually by the faculty member, in consultation with their Department Chair and subject to approval by the Dean, as deemed appropriate by changes in institutional, departmental, or personal circumstances. Annual performance evaluations should be considered as a component of PTR, but alone are not a substitute for a comprehensive five-year evaluation. Note that annual evaluations are not a substitute for the comprehensive, periodic, cumulative performance (PTR) review.

3.11.2—3.11.3 Departmental Post Tenure Review Evaluation Committee. Each department shall have a PTR Evaluation Committee made up of at least three (3)

(3) tenured faculty members who will be selected by a process agreed upon by the tenured faculty in the department in accordance with the following guidelines: 1) The faculty member being reviewed shall not have the option to serve staggered, non-renewable, three (3) year terms. Each department shall maintain procedures for appointment of a committee chair and filling of any vacancies for their PTR committee of selecting members of the post-tenure evaluation committee; 2) If the institution’s department includes no other expert in the specific field of research/creative activity of the faculty member under review, then the PTC evaluation committee shall inform the department chair. The chair in consultation with the dean will reach out to other UNC constituent institutions to request an external tenured faculty member with required expertise to evaluate the scholarship of the faculty member under review.
All members of a PTR committee shall be trained annually how to perform a meaningful and unbiased review of a faculty member.

3.11.4 Faculty Member’s Self-Assessment. Each faculty member under review shall provide their self-assessment of their performance over the previous five (5) years. The self-assessment shall be composed of: the faculty member’s long-term, 5-year work plan with any noted updates to the plan since its creation; copies of the annual report for the past 5 years; evidence of teaching effectiveness, which may include student feedback; peer reviews of teaching; self-assessment; professional development specific to improving teaching; and a current curriculum vita. Materials shall be uploaded to the PTR InfoReady site. [Link to be added]. [Placeholder for link].

3.11.5 Post-Tenure Evaluation Committee. The PTR evaluation committee shall provide a brief, written rationale for each assessment in each relevant category (teaching, research/creative activity, service), in accordance with the faculty member’s long-term work plan and allocation of duties. The PTR evaluation committee shall provide an overall ranking of Exceeds Expectations; Meets Expectations, or Does Not Meet Expectations.

3.11.6 PTR Evaluation Committee. Upon receipt of the faculty member’s summary of their accomplishments during the PTR period, shall provide a 3.11.5.1 Performance Review Outcomes. The PTR evaluation committee for 1) Any performance review that includes a recommendation for recognition of performance that Exceeds Expectations shall include a statement of the faculty member’s primary responsibilities and specific descriptions of how the faculty member exceeded assigned duties and the direction goals established or 2) Any performance review that indicates the faculty member does not meet expectations shall include a statement of the faculty member’s primary responsibilities and specific descriptions of shortcomings as they relate to the faculty member’s assigned duties and the directional goals established.

3.11.4 Faculty Member’s Right to Respond to PTR Committee Evaluation. Upon receipt of the PTR committee’s evaluation and recommendation, the faculty member shall have an opportunity to provide a written response directly to the Department Chair within fourteen (14) calendar days.

3.11.6 Chair Evaluation/Recommendation. The department chair or equivalent shall provide a separate, written evaluation of the faculty member. That evaluation shall explicitly state points of concurrence or points of variation from the post-tenure evaluation committee. Any recommendation for a faculty success plan or for recognition of performance that exceeds expectations shall be accompanied by a specific rationale for that recommendation. Upon receipt of the PTR Committee’s evaluation and any recommendation, the Department Chair shall submit to the Dean their own independent evaluation and recommendation of the performance rank along with the faculty member’s materials, the PTR committee evaluation and any faculty response, within twenty (20) calendar days. This evaluation and recommendation shall be provided to the faculty member and the Dean. For academic units without departmental divisions, the Associate Dean functions as the Department Chair.

3.11.7 Faculty Member’s Right to Respond to PTR Evaluation Committee or Chair Evaluation. Before the reviews of the post-tenure evaluation committee and the department chair proceed to the dean, the faculty member shall have no less than fourteen (14) calendar days from receiving these documents to provide a written response. If the faculty member under review disagrees with the evaluation, the response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward.

3.11.4 Faculty Member’s Right to Respond to Chair Evaluation. Upon receipt of the Department Chair’s evaluation and recommendation, the faculty member shall have an opportunity to provide a written response directly to the Dean within seven (7) calendar days.
Dean Evaluation/Recommendation. Upon receipt of the PTR evaluation materials from the Department Chair, and any response from the faculty member, the Dean shall provide a written evaluative review based on the faculty member's submitted submission. Other than relief available through the university grievance process [Faculty Handbook, Chapter 9: Faculty Employment Rights], the Dean's rating is the final rating and the one reported to the UNC System Office. A faculty member and the Provost and Executive Vice Chancellor their own independent cumulative evaluation and recommendation of the faculty member's performance rank within thirty (30) calendar days.

A faculty member whose review results in an overall rating of "exceeding expectations" shall be considered to have completed the post-tenure review process. A faculty member whose review results in an overall rating of "meets expectations" shall be considered to have completed the post-tenure review process. A faculty member whose reviews results in an overall rating of "does not meet expectations" shall be subject to a Faculty Success Plan [FSP], see 2.11.

3.11.8.1 Faculty Success Plan. The plan shall be formative, and developed in cooperation with the faculty member, and include specific steps designed to lead to improvement. The plans shall include a specific timeline of at least one year from the date of implementation of the success plan, or longer, depending on the area in which improvement is required. It should also include a clear statement of consequences should improvement not occur within the designated timeframe. Consequences for failure to make improvement within the designated timeframe shall include disciplinary action including but not limited to demotion or formal discharge for "sustained unsatisfactory performance" in accordance with Chapter VI, Section 603 of The Code.
3.11.8.2 Support of Plan. As a part of the FSP, the Department Chair is encouraged to assign one or more mentoring peers to the faculty member, and to require at least two (2) progress meetings yearly during the specified timeframe. The Department Chair in consultation with the dean, may redefine faculty workloads and distribution of teaching, research/creative activity, and service in cases where a faculty member receives a less than satisfactory ratings. The Chair and Dean shall ensure any changes to these duties are not punitive responses to the faculty member and instead address ways to support the department, college/school, and the institution to better leverage the faculty member’s expertise and abilities with the goal of improving their performance.

3.11.8.3 Faculty Success Plan and Workload. The faculty success plan shall detail the changes in duties and responsibilities the faculty member’s annual work plan and shall also change accordingly to ensure the faculty member is evaluated appropriately, based on the relevant allocation of workload. [Faculty Handbook 2.6]

3.11.6-3.11.9 Provost Evaluation/Recommendation. Those faculty members who receive an overall ranking of Exceeds Expectations from their Dean shall have their materials forward to the Provost and Executive Vice Chancellor. Based on the review, faculty members will be considered for a reward for exemplary service. The Provost and Executive Vice Chancellor shall review the Dean’s evaluation and recommendation including all attached materials. In the event the recommended performance rank is “exceeds expectations” the Provost and Executive Vice Chancellor will submit their own independent recommendation regarding the performance rank to the Chancellor and make all materials available to the Chancellor.

3.11.7 Exceeds Expectations PTR. Any recommendation received by the Provost and Executive Vice Chancellor for a faculty member who has exceeded expectations on their PTR shall be submitted to the Chancellor for consideration of a reward for exemplary service. If the Chancellor recommends that a faculty member be rewarded for exemplary service, the Chancellor shall forward the recommendation to the Board of Trustees for a final decision.

3.11.8 Does Not Meet Expectations PTR/Faculty Success Plan. Any faculty member who receives a “does not meet expectations” rating on their PTR will be given the opportunity to improve performance. In consultation with the Dean, the faculty member’s Department Chair will: (a) consider the evaluation from the PTR committee and the faculty member’s response; and (b) prepare a written individual Faculty Success Plan (“FSP”) for the faculty member.

a. The FSP shall include a specific timeline including steps for improvement and a clear statement of consequences should improvement not occur within the designated timeframe. Consequences for failure to make improvement within the designated timeframe shall include disciplinary action including but not limited to demotion or formal discharge for “sustained unsatisfactory performance” in accordance with Chapter VI, Section 603 of The Code.
b. As a part of the FSP, the Department Chair is encouraged to assign one or more mentoring peers to the faculty member, and to require at least two (2) progress meetings during the specified timeframe. If the faculty member's duties are modified as a result of a less than satisfactory rating, the PDP should consider the new allocation of responsibilities.

This summary shall include recognition for exemplary performance, if applicable.

3.11.10 Annual Reporting. Department Chairs, through their Deans, shall certify compliance with all aspects of the post-tenure review process and with UNC policy and guidelines to Academic Affairs. The Provost shall note the institution's compliance in an annual report on PTR to the UNC System Office. Academic Affairs shall compile an annual report of the faculty regarding PTR evaluations across all colleges/schools. The report shall be provided to the Chancellor who may share the report with the Board of Trustees at the Chancellor's discretion.
with a copy to the Department Chair and Dean, with an effective date at the end of the term in which they intend to resign (December 31 or June 30). Upon receipt of the notice of intent to resign, the Provost and Executive Vice Chancellor or their designee shall respond in writing to the faculty member confirming the resignation and shall state the effective date of such resignation.

3.4.5 Faculty Retirement. Faculty members shall consult with the Office of Human Resources regarding retirement. All retirements shall be in accordance with Chapter 135 of the North Carolina General Statutes. Full-time tenured faculty members may also be eligible for Phased Retirement. When a faculty member retires, the faculty member relinquishes all tenure rights, and any subsequent employment shall be subject to University post-retirement policies.

3.4.6 Summer Appointments and Resignations. All tenure-track and tenured faculty members who agree to teach during the summer are paid for summer course work based on a percentage of their nine-month base salary. If a tenure-track or tenured faculty member submits their intention to resign, resigns, or is terminated from their faculty position prior to August 30 they will not be paid the percentage of their nine-month base salary, but instead will be paid at the posted adjunct salary rate in the Academic Affairs Pay Schedule for all summer work performed.

3.4.7 Abandonment of Position. Any faculty member who needs to be absent during the academic term shall notify their Department Chair and Dean in writing in advance of the proposed absence. Any faculty member who does not report for the opening day of classes in any term and continues to be absent for fourteen (14) calendar days without being excused by the Department Chair and Dean, or is absent at any point in the term for fourteen (14) consecutive days when classes are in session without being excused by the Department Chair and Dean, shall be subject to formal discharge in accordance with Chapter 9 of this Faculty Handbook.

3.5 Distinguished Professorships. All Distinguished Professorships must be created in accordance with the UNC System policies and applicable state law. Approval of any new Distinguished Professorships or revisions to a current Distinguished Professorship must be approved by the Board of Trustees and the President of the UNC System.

3.6 Faculty Teaching Effectiveness. Due to the primacy of teaching, all faculty members shall be subject to regular teaching performance assessment, which shall include at minimum the following: (1) student reviews of instruction and (2) peer observation of teaching. Both shall be conducted at regular intervals as designated below. Any other assessments must be described in the foundational documents of the Department.

3.6.1 Student Reviews of Faculty Instruction. The University's online student reviews shall be conducted in all classes in at least one (1) semester of each academic year. Colleges/Schools and Departments may choose to review more frequently and/or employ additional methods to offer students the opportunity to provide feedback on instruction, but those methods must be outlined in the College/School or Department’s foundational documents.

3.6.2 Peer Observation of Faculty Teaching. Faculty members shall participate in peer observation of teaching in accordance with the following:

a. During the probationary period, Tenure-Track Faculty shall participate in a minimum of one (1) peer observation of teaching per academic year. There shall be a peer observation of a tenured faculty member a minimum of one (1) time per five (5) year period.

b. Departments shall adopt procedures and practices for peer observations of teaching, which shall be included in their Department’s foundational documents, that shall include: (i) An orderly rotation among all faculty of the responsibility for peer observations; (ii) A uniform format for the observation; (iii) Reporting of the results to Department Chairs, with a copy provided to the faculty member being observed, within ten (10) calendar days following the observation; (iv) The right of a faculty member being observed to request an additional peer observation by a different faculty member; (v) The right of a faculty member being observed to provide a written response to any peer
3.11.1 Post-Tenure Review Training. All post-tenure review evaluators, including peer review committee members, department chairs, and deans shall complete training provided by the UNC System. [ADD LINK TO TRAINING]

3.11.2 Beginning PTR. At the beginning of the PTR cycle, the faculty member shall develop, with their Department Chair, a long-term, five-year work plan that shall be coordinated with the annual work plans and annual evaluations [UNC Policy 400.3.4], which shall be approved by the Dean. This long-term plan can be modified annually by the faculty member, in consultation with their Department Chair and subject to approval by the Dean. Note that annual evaluations are not a substitute for the comprehensive, periodic, cumulative performance (PTR) review.

3.11.3 Departmental Post Tenure Review Evaluation Committee. Each department shall have a PTR Evaluation Committee made up of at least three (3) tenured faculty members who will be selected by a process agreed upon by the tenured faculty in the department in accordance with the following guidelines: 1) The faculty member being reviewed shall not have the option of selecting members of the post-tenure evaluation committee; 2) If the institution’s department includes no other expert in the specific field of research/creative activity of the faculty member under review, then then the PTC evaluation committee shall inform the department chair. The chair in consultation with the dean will reach out to other UNC constituent institutions to request an external tenured faculty member with required expertise to evaluate the scholarship of the faculty member under review.
3.11.4 Faculty Member’s Self-Assessment. Each faculty member under review shall provide their self-assessment of their performance over the previous five (5) years. The self-assessment shall be composed of: the faculty member’s long-term, 5-year work plan with any noted updates to the plan since its creation; copies of each annual review for the past 5 years; evidence of teaching effectiveness, which may include student feedback; peer reviews of teaching; self-assessment; professional development specific to improving teaching; and a current curriculum vita. Materials shall be uploaded to the PTR InfoReady site.

3.11.5 Post-Tenure Evaluation Committee. The PTR evaluation committee shall provide a brief, written rationale for each assessment in each relevant category (teaching, research/creative activity, service), in accordance with the faculty member’s long-term work plan and allocation of duties. The PTR evaluation committee shall provide an overall ranking of Exceeds Expectations, Meets Expectations, or Does Not Meet Expectations.

3.11.5.1 Performance Review Outcomes: The PTR evaluation committee for 1) Any performance review that includes a recommendation for recognition of performance that Exceeds Exceptions shall include a statement of the faculty member’s primary responsibilities and specific descriptions of how the faculty member exceeded assigned duties and the directional goals established or, 2) Any performance review that indicates the faculty member does not meet expectations shall include a statement of the faculty member’s primary responsibilities and specific descriptions of shortcomings as they relate to the faculty member’s assigned duties and the directional goals established.

3.11.6 Chair Evaluation/Recommendation. The department chair or equivalent shall provide a separate, written evaluation of the faculty member. That evaluation shall explicitly state points of concurrence or points of variation from the post-tenure evaluation committee. Any recommendation for a faculty success plan or for recognition of performance that exceeds expectations shall be accompanied by a specific rationale for that recommendation. For academic units without departmental divisions, the Associate Dean functions as Department Chair.

3.11.7 Faculty Member’s Right to Respond to PTR Evaluation Committee or Chair Evaluation. Before the reviews of the post-tenure evaluation committee and the department chair proceed to the dean, the faculty member shall have no less than fourteen (14) calendar days from receiving these documents to provide a written response. If the faculty member under review disagrees with the evaluation, the response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward.

3.11.8 Dean Evaluation/Recommendation. Upon receipt of the PTR evaluation materials from the Department Chair, and any response from the faculty member, the Dean shall provide a written evaluative review based on the faculty member’s submitted material. Other than relief available through the university grievance process [Faculty Handbook, Chapter 9: Faculty Employment Rights], the Dean’s rating is the final rating and the one reported to the UNC System Office. A faculty member whose review results in an overall rating of “exceeding expectations” shall be considered to have completed the post-tenure review process. A faculty member whose review results in an overall rating of “meets expectations” shall be considered to have completed the post-tenure review process. A faculty member whose reviews results in an overall rating of “does not meet expectations” shall be subject to a Faculty Success Plan [FSP] see 2.11.

3.11.8.1
3.11.8.2 Support of Plan. As a part of the FSP, the Department Chair is encouraged to assign one or more mentoring peers to the faculty member, and to require at least two (2) progress meetings yearly during the specified timeframe. The Department Chair in consultation with the dean, may redefine faculty workloads and distribution of teaching, research/creative activity, and service in cases where a faculty member receives a less than satisfactory ratings. The Chair and Dean shall ensure any changes to these duties are not punitive responses to the faculty member and instead address ways to support the department, college/school, and the institution to better leverage the faculty member’s expertise and abilities with the goal of improving their performance.

3.11.8.3 Faculty Success Plan and Workload. The faculty success plan shall detail the changes in duties and responsibilities the faculty member’s annual work plan and shall also change accordingly to ensure the faculty member is evaluated appropriately, based on the relevant allocation of workload [Faculty Handbook 2.6]

3.11.9 Provost Evaluation/Recommendation. Those faculty members who receive an overall ranking of Exceeds Expectations from their Dean shall have their materials forward to the Provost and Executive Vice Chancellor. Based on the review, faculty members will be considered for a reward for exemplary service.

3.11.10 Annual Reporting. Department Chairs, through their Deans, shall certify compliance with all aspects of the post-tenure review process and with UNC policy and guidelines to Academic Affairs. The Provost shall note the institution’s compliance in an annual report on PTR to the UNC System Office.
Chapter 4: Special Faculty Appointments, Contracts and Performance Reviews

4.1 Introduction. The UNC Code & The Policy Manual of the Board of Governors of the University of North Carolina authorizes the establishment of special faculty appointments and unpaid “affiliate” faculty designations.

4.2 Special Faculty Appointments. Special Faculty appointments are part-time faculty, adjunct faculty, visiting faculty, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, lecturers, clinical faculty, research faculty, postdoctoral fellows, or other special categories. Such appointments are not ones in which the occupant may be granted permanent tenure. Prior to initial appointment, subsequent appointment, or promotion, the credentials of Special Faculty shall be reviewed by the appropriate departmental committee (e.g., Faculty Search Committee or APT Committee) in accordance with the procedures set forth in the AASOP.

4.2.1 Part-Time Faculty/Adjuncts. Part-time faculty/adjuncts are any faculty member whose workload is seventeen (17) semester credit or contact hours or less per academic year (or the equivalent per semester) and who receive no employment benefits. The minimum criteria for appointment as a part-time faculty/adjunct is eighteen (18) hours of graduate coursework in the relevant discipline or equivalent documented experience.

4.2.2 Visiting Faculty. Visiting faculty appointments are limited to faculty who are under contract but retain their status in a position at another institution of higher education, research organization, or other entity with a significant research or educational mission. Visiting faculty from other higher educational institutions, including international faculty, shall generally be appointed at the rank held at their home institution, with the rank modified by “Visiting” (e.g., “Visiting Associate Professor” or “Visiting Lecturer”).

4.2.3 Faculty-in-Residence. Faculty members appointed as artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence or other similar categories offer special expertise or training under terms and conditions approved by the Provost and Executive Vice Chancellor and stated in their employment contract.

4.2.4 Lecturers and Senior Lecturers. Lecturers must have appropriate professional credentials as defined below. Any additional qualifications shall be specified in the Department’s foundational documents. Lecturers may apply for promotion to Senior Lecturer but are not required to advance.

4.2.4.1 Lecturers. Minimum criteria for appointment to the rank of Lecturer are:
  i. A master’s degree from an accredited institution with 18 graduate credits in the relevant field of teaching;
  ii. Evidence of potential in teaching; and
  iii. Evidence of potential in department, college/school or University service.

4.2.4.2 Senior Lecturers. Minimum criteria for appointment to the rank of Senior Lecturer are:
  i. A master’s degree from an accredited institution in the relevant field of teaching or its equivalent;
  ii. At least 120 semester hours taught at Appalachian State University after the receipt of a master’s degree or its equivalent (or, in the case of Library Lecturers, a minimum of five (5) years);
  iii. Recognized skill in teaching; and
  iv. Recognized skill in department, college/school, or University service.

4.2.5 Clinical Faculty. Clinical faculty must be qualified as defined by professional/discipline standards, have practical experience appropriate for the responsibilities assigned, and must maintain appropriate professional credentials. Clinical faculty may hold the ranks defined below and may choose to apply for promotion in accordance with the process established by the Department’s foundational documents. Minimum qualifications for each rank are below. Any additional qualifications shall be specified in the Department’s foundational documents.
4.2.5.1 Clinical Instructors. Clinical Instructors must possess:
   i. a master’s degree from an accredited institution in the field of practice and appropriate
      licensure and/or certifications; and
   ii. demonstrated ability in: (a) clinical/professional practice; (b) performance of teaching duties;
       and (c) assisting the unit in meeting its needs for clinical/professional services.

4.2.5.2 Clinical Assistant Professors. Clinical Assistant Professors must possess:
   i. the appropriate earned terminal degree in the field of practice from an accredited institution
      and appropriate licensure(s) and/or certifications; and
   ii. demonstrated ability in: (a) clinical/professional practice; (b) performance of teaching duties;
       (c) contributing to research, publications, and presentations; and (d) assisting the unit in
       meeting its needs for clinical/professional services.

4.2.5.3 Clinical Associate Professors. Clinical Associate Professors must possess:
   i. the appropriate earned terminal degree in the field of practice from an accredited institution,
      and appropriate licensure(s) and/or certifications;
   ii. at least five (5) years of appropriate professional experience; and
   iii. recognized skill in: (a) clinical/professional practice; (b) teaching; (c) research, publications
        and presentations; and (d) assisting the unit in meeting its needs for clinical/professional
        services.

4.2.5.4. Clinical Professors. Clinical Professors must possess:
   i. the appropriate earned terminal degree in the field of practice from an accredited institution,
      and appropriate licensure(s) and/or certifications;
   ii. at least ten (10) years of appropriate professional experience;
   iii. Outstanding skill in clinical/professional practice; and
   iv. Evidence of recognized skill in all of the following and outstanding accomplishment in at
       least one of the following: (a) teaching associated with the position; (b) research,
       publications, and presentations associated with the position; and (c) assisting the unit in
       meeting its needs for clinical/professional services.

4.2.6 Research Faculty. Research Faculty must be qualified as defined by professional/discipline standards.
While the primary responsibility of such faculty is research, they may also be involved in teaching and service.
Research faculty may hold the ranks below and may choose to apply for promotion. Minimum qualifications for
each rank are below. Any additional qualifications shall be specified in the Department’s foundational documents.

4.2.6.1 Research Assistant Professors. Research Assistant Professors must possess:
   i. The appropriate earned terminal degree from an accredited institution or outstanding research
      training, credentials, and accomplishments earned in a non-university environment;
   ii. Research accomplishments defined by the department as no less than comparable to those of
       tenure-track faculty at the same rank;
   iii. Potential to obtain external funding; and
   iv. Demonstrated potential to (a) contribute to research, publications, and presentations and (b) assist
       the unit in accomplishing its research agenda.

4.2.6.2 Research Associate Professors. Research Associate Professors must possess:
   i. The appropriate earned terminal degree from an accredited institution or outstanding research
      training, credentials, and accomplishments earned in a non-university environment;
   ii. at least five (5) years of appropriate experience;
   iii. Research accomplishments defined by the department as no less than comparable to those of
       tenured faculty at the same rank; and
   iv. Demonstrated (a) success at obtaining external funding and (b) contributions to the unit’s
       research agenda.
4.2.6.3 Research Professors. Research Professors must possess:
   i. The appropriate earned terminal degree from an accredited institution or outstanding research training, credentials, and accomplishments earned in a non-university environment;
   ii. at least ten (10) years of appropriate experience;
   iii. Research accomplishments defined by the department as no less than comparable to those of tenured faculty at the same rank; and
   iv. Outstanding success (a) at obtaining external funding; (b) extensive contributions to research, publications, and presentations; and (c) sustained increasingly significant contributions to the unit’s research agenda.

4.2.7 Post-Doctoral Fellows. Post-Doctoral Fellows are appointed to the research staff under terms and conditions approved by the Provost and Executive Vice Chancellor and stated in their employment contract. Contracted duties may include teaching of both undergraduate and graduate students.

4.2.8 Exceptions to Minimum Qualifications. Any exceptions to minimum qualifications for faculty members must be approved in advance by the Provost and Executive Vice Chancellor, in their sole discretion. Any requests for exceptions must be submitted by completion of the Faculty Credential Template Form. This form gathers information regarding documented experience which allows the University to hire individuals who have a breadth and depth of experience outside the classroom in the specific discipline and course content the faculty member will be teaching.

4.3 Affiliate Faculty Designation. In accordance with Chapter VI, Section 611 of The Code, Appalachian is permitted to confer the honorary academic title to outstanding individuals who wish to engage with University faculty and/or staff on research or other special projects. These persons may be provided an affiliate faculty designation for access to campus resources such as the library, email, system access, etc. Individuals who receive affiliate faculty designation are not employed by the University, are unpaid, and are not entitled to any rights under any section of this Faculty Handbook or The Code and UNC Policy Manual. Anyone interested in working with Affiliate Faculty must complete the Non-Employee Affiliate Request form on the Academic Affairs resource page and receive approval from Academic Affairs. Once approved the Affiliate Faculty member shall receive a contract detailing requirements to hold such a position that must be signed prior to the research or project beginning. Affiliate Faculty who will be on campus or interacting with enrolled students or minors must comply with all University criminal background check requirements and all other applicable University policies.

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.

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

a. Initial appointments for Special Faculty shall be for a minimum of (1) semester or up to a maximum of one (1) academic year. Any subsequent appointments may be for a minimum of one (1) semester, or up to a maximum of three (3) academic years. Any exceptions to these terms must be approved by the Provost and Executive Vice Chancellor or the Provost’s designee in advance.

b. Any special terms and conditions such as course reassignments, moving expenses, research start-up funds, administrative duties, licensing requirements, etc. shall be recommended by the Dean to the Provost and Executive Vice Chancellor and if approved by the Provost and Executive Vice Chancellor, shall be included in the faculty employment contract. The contract shall be the final offer to any faculty member
Teaching Effectiveness in the University of North Carolina

I. Purpose. North Carolina G.S. 116-1(b), declares that the mission of the UNC System “...is to discover, create, transmit, and apply knowledge to address the needs of individuals and society” and further specifies that “Teaching and learning constitute the primary service that the university renders to society. Teaching, or instruction, is the primary responsibility of each of the constituent institutions.” Consistent with the directive set forth in state law, the UNC Board of Governors has established the expectation that teaching “...should be the first consideration of all UNC institutions.” The University of North Carolina, therefore, has a primary obligation to provide undergraduate and graduate education of the highest quality. This policy provides the basis for the constituent institutions to formulate policies and processes that ensure, recognize, and reward teaching effectiveness.

II. Scope. This policy applies to full-time tenured and continuing faculty, as defined in Chapter VI of the Code, whose workload plans include teaching.

III. Definitions.

A. Teaching involves a variety of activities that communicate the knowledge and values and impart the skills necessary for individuals to lead responsible, productive, and personally satisfying lives. Such activities include, but are not limited to, the instruction of organized courses, evaluating students, developing materials for new courses, updating materials for existing courses, developing courseware or other materials for technology-based instruction, supervising undergraduate research and masters’ theses and doctoral dissertations, directing students in co-curricular activities such as plays, preparing and equipping new laboratories, supervision of teaching assistants, supervision of internships and other experiential learning, academic advising, mentoring, providing accommodations to students with respect to their mental health or physical needs, and other activities that support student success.

B. Teaching Effectiveness means providing student-centered learning and assessment experiences in line with clearly articulated learning objectives that are relevant to the discipline and the course. It models and fosters critical, analytical, and creative thinking, while both engaging and supporting students cognitively, emotionally, and behaviorally. Effective teaching ensures all students can participate fully and implements regularly revised content via pedagogical techniques that are current, research-informed, and rigorous.

C. Annual Evaluations, as defined in UNC Policy 400.3.4, Policy on Faculty Workload, Section III. B., are a review of the work of a faculty member by the department chair/head or equivalent relative to the faculty member’s approved work plan as defined in UNC Policy 400.3.4, Section III. C., and the faculty member’s self-assessment.

D. Student Feedback includes, but is not limited to, instruments used to gather anonymous responses regarding a student’s experience of a course, including items such as course organization, course materials, teaching methods, and interaction with the instructor of record.
E. Peer Assessment is a process conducted by faculty peers using elements such as observation of instruction, review of teaching portfolios, and discussions regarding pedagogical goals and methods, to continue to develop a faculty member's instructional skill and practice.

F. Self-Assessment is a process of deliberative review and critical evaluation of one's own work, while identifying specific strategies for improvement. Self-assessment shall be designed to provide a summative review of the faculty member's teaching as well as to identify formative strategies to continue developing skill in teaching.

G. Post Tenure Review, pursuant to UNC Policy 400.3.3, Performance Review of Tenured Faculty, is a comprehensive, periodic, cumulative review of the performance of tenured faculty members that shall encompass and include the use of annual evaluations.

IV. Required Elements for Developing Institutional Policies and Processes on Teaching Effectiveness.

A. Each institution shall establish policies and processes that define, encourage, and measure teaching effectiveness in accordance with the mission of the institution. Institutions may consider the specific requirements of colleges, schools, departments, other academic units, and academic disciplines in establishing these policies.

B. Faculty whose work plans include teaching shall be required to demonstrate teaching effectiveness in accordance with applicable institutional policies. Institutions shall use multiple inputs to assess a faculty member's teaching effectiveness and to further develop a faculty member's instructional practice. At the minimum, inputs shall consist of: (1) peer assessment, (2) student feedback, and (3) self-assessment. These inputs shall be utilized, as appropriate, in annual evaluations and comprehensive reviews, including reviews for promotion and post-tenure reviews or reviews for extension of appointment, if applicable.

C. The constituent institutions shall train faculty members, department chairs, academic unit heads, deans, and other administrators on how to effectively use these inputs to enhance pedagogy, the student learning experience, and student academic success.

D. Constituent institutions shall offer and encourage professional development opportunities for all faculty members focused on teaching effectiveness.

E. Constituent institutions shall develop appropriate rewards in recognition of teaching excellence.

F. The University of North Carolina System Office shall create and maintain an electronic resource center related to teaching effectiveness in personnel decision making to support constituent institutions in developing training regarding upholding these principles.

V. Outcome and Update Requirements.

A. In policy and procedures, constituent institutions shall ensure that teaching effectiveness is a component of all reviews of faculty whose workload plans include teaching, including annual faculty evaluations, reappointment and promotion considerations, and post-tenure review.
B. The chief academic officer at each institution, however titled, shall work with faculty via the representative body of the faculty to review and update, as needed, policy and procedures on teaching effectiveness on a regular timeline in accordance with appropriate institutional policies.

VI. Other Matters.

A. Effective Date. The requirements of this policy shall be effective with the 2024-2025 academic year. Institutions shall have internal policies in place at the beginning of that academic year.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted by the president.

D. Periodic Review. Each institution shall review their institutional policy at least every five years and submit a copy of that review and any changes made to the president.

E. Approvals. All policies and procedures required under this policy must be submitted by the constituent institutions to the UNC System Office and approved by the president.

*Supersedes and replaces the prior UNC Policy 400.3.1, “Tenure and Teaching in the University of North Carolina” as this version was approved by the Board of Governors on January 25, 2024.
Regulation on Teaching Effectiveness in the University of North Carolina

I. Purpose. This Regulation is designed to assist constituent institutions in formulating policies and procedures related to teaching effectiveness, and to ensure those policies and procedures are promulgated and periodically reviewed.

II. Guidelines for Development and Approval of Institutional Policies and Procedures. In addition to the parameters set forth in UNC Policy 400.3.1, Teaching Effectiveness in the University of North Carolina, each constituent institution shall observe the following in developing or revising institutional policies and procedures for teaching effectiveness:

A. Establishing Measures. These measures are designed to assist faculty members in identifying their strengths and weaknesses regarding teaching effectiveness as well as to continue developing and refining instructional practices that support student success.

1. Peer Assessment:

   a. Institutions shall develop an appropriate policy and process for peer assessment of faculty at regular intervals. These assessments shall occur at least one time per appointment period or post-tenure review interval. For full-time, tenured faculty, the peer assessment should occur, at the latest, between the second and third year after granting of tenure or the previous post-tenure review.

   b. Institutions shall ensure that the peer assessment process generates a written report and permits the faculty member the opportunity to provide a written response, should the faculty member choose to do so.

2. Student Feedback on Faculty Instruction:

   a. Institutional policies shall clearly articulate in what form student feedback on faculty instruction shall be gathered, how often such feedback shall be required, and how the instruments shall be administered and reported.

   b. Institutional policies shall explore systematic ways to engage students in the feedback process to the maximum extent possible, including practices to obtain student feedback on faculty instruction at periodic intervals (e.g., mid-course) to provide better data.

   c. Institutions shall ensure that data collection systems for student feedback on faculty instruction are transparent, effective, and efficient.
B. **Evaluative Measures.** Evaluative measures are designed to assess a faculty member’s progress toward stated goals related to institutional (department, college/school, university, academic discipline, etc.) requirements and standards.

1. **Annual Evaluation:**

   a. In accordance with UNC Policy 400.3.4, a faculty member whose duties include teaching shall have a work plan, which identifies the specific teaching-related outputs and efforts the faculty member is expected to complete in the academic year.

   b. The specific goals of the work plan should build towards and align with the expectations of the next summative/comprehensive review that a faculty member undergoes (e.g., appointment and/or reappointment, promotion, tenure, post-tenure review), all in accordance with Chapter VI of *The Code*, and UNC policies on faculty workload and post-tenure review.

   c. A faculty member who does not adequately satisfy their workload expectations, or the goals of the work plan, for teaching in the annual review period shall be subject to a faculty success plan.

      i. The faculty success plan shall be formative in nature, including specific steps designed to lead to improvement, a specified timeline of no less than twelve months from the date of the success plan, and a clear statement of consequences should improvement not occur within the designated timeline.

      ii. Institutions shall develop procedures for the development of faculty success plans. The faculty member shall take part in the development of the success plan. Faculty success plans shall be approved by the department head or dean.

2. **Reappointment, Tenure, and Post-Tenure Review.** In accordance with policies on reappointment, promotion, tenure, and post-tenure review, a cumulative review of the faculty member’s record shall take place. With regard to teaching effectiveness, this review shall rely on annual evaluations, peer assessments, student feedback that meets the requirements of this Regulation, as well as other inputs (e.g. faculty teaching awards) available to the review committee.

C. **Self-Assessment:** In both annual and comprehensive reviews, institutional policies and procedures shall include faculty self-assessment of teaching effectiveness.
with a copy to the Department Chair and Dean, with an effective date at the end of the term in which they intend to resign (December 31 or June 30). Upon receipt of the notice of intent to resign, the Provost and Executive Vice Chancellor or their designee shall respond in writing to the faculty member confirming the resignation and shall state the effective date of such resignation.

3.4.5 Faculty Retirement. Faculty members shall consult with the Office of Human Resources regarding retirement. All retirements shall be in accordance with Chapter 135 of the North Carolina General Statutes. Full-time tenured faculty members may also be eligible for Phased Retirement. When a faculty member retires, the faculty member relinquishes all tenure rights, and any subsequent employment shall be subject to University post-retirement policies.

3.4.6 Summer Appointments and Resignations. All tenure-track and tenured faculty members who agree to teach during the summer are paid for summer course work based on a percentage of their nine-month base salary. If a tenure-track or tenured faculty member submits their intention to resign, resigns, or is terminated from their faculty position prior to August 30 they will not be paid the percentage of their nine-month base salary, but instead will be paid at the posted adjunct salary rate in the Academic Affairs Pay Schedule for all summer work performed.

3.4.7 Abandonment of Position. Any faculty member who needs to be absent during the academic term shall notify their Department Chair and Dean in writing in advance of the proposed absence. Any faculty member who does not report for the opening day of classes in any term and continues to be absent for fourteen (14) calendar days without being excused by the Department Chair and Dean, or is absent at any point in the term for fourteen (14) consecutive days when classes are in session without being excused by the Department Chair and Dean, shall be subject to formal discharge in accordance with Chapter 9 of this Faculty Handbook.

3.5 Distinguished Professorships. All Distinguished Professorships must be created in accordance with the UNC System policies and applicable state law. Approval of any new Distinguished Professorships or revisions to a current Distinguished Professorship must be approved by the Board of Trustees and the President of the UNC System.

3.5.3.6 Faculty Teaching Effectiveness Performance Indicators. Due to the primacy of teaching, all faculty members shall be subject to regular teaching performance assessment, which shall include at minimum the following: (1) peer assessment, (2) student feedback reviews of instruction and (3) peer observation/self-assessment of teaching. These ways of assessing will be used, as appropriate, in annual evaluations and comprehensive reviews, including reviews for promotion and post-tenure reviews or reviews for re-appointment or extension of Special Faculty appointments. Both shall be conducted at regular intervals as designated below. Any other assessments must be described in the foundational documents of the College/School/Department.

3.6.1 Training to Enhance Student Success. In order to effectively use the multiple assessments of teaching to enhance pedagogy, the student learning experience, and student academic success, training shall be provided to faculty members, Department Chairs, Deans, and other staff administrators.

3.6.2 Student Reviews of Faculty Instruction. The University’s online student reviews shall be conducted in all classes in at least one (1) semester of each academic year. Colleges/Schools and Departments may choose to review more frequently and/or employ additional methods to offer students the opportunity to provide feedback on instruction, but those methods must be outlined in the College/School or Department’s foundational documents.

3.5.3.3 Peer Observation of Faculty Teaching. Faculty members shall participate in peer observation of teaching in accordance with the following:

a. During the probationary period, Tenure-Track Faculty shall participate in a minimum of one (1) peer
with respect to their employment and shall supersede any previous written or oral representations, statements, negotiations or agreements.

c. The term of appointment for Special Faculty members concludes at the end of the specified period set forth in the faculty employment contract and constitutes full and timely notice that a new term will not be granted when that term expires. Therefore, the University shall not be required to provide any notice before the current term expires as to whether a subsequent appointment will be offered.

d. The continued employment of a Special Faculty member may be made expressly contingent during the contract period on items such as the continued availability of funds from any source, enrollment levels, or any other contingency established by the University. Any such contingencies shall be included in the faculty employment contract.

4.4.2 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.

4.5 Abandonment of Position. Any special faculty member who needs to be absent during the academic term shall notify their Department Chair and Dean in writing in advance of the proposed absence. Any special faculty member who does not report for the opening day of classes in any term and continues to be absent for fourteen (14) calendar days without being excused by the Department Chair and Dean, or is absent at any point in the term for fourteen (14) consecutive days when classes are in session without being excused by the Department Chair and Dean, shall be subject to formal discharge in accordance with Chapter 9 of this Faculty Handbook.

4.6 Resignations of Special Faculty. Due to academic responsibilities of faculty positions, all special faculty members must provide written notice of their intention to resign their position to the Provost and Executive Vice Chancellor with an effective date at the end of the term in which they intend to resign (December 31 or June 30). Upon receipt of the notice of intent to resign, the Provost and Executive Vice Chancellor or the Provost’s designee shall respond in writing to the faculty member confirming the resignation and effective date of such resignation.

4.7 Summer Resignations. Special Faculty may be paid for summer courses at the posted adjunct salary rate in the Academic Affairs Pay Schedule or, if on a continuing contract, as a percentage of their nine-month base salary. If a special faculty member submits their intention to resign, resigns, or is terminated from their special faculty position prior to August 30, they will not be paid the percentage of their nine-month base salary, but will be paid at the posted adjunct salary rate in the Academic Affairs Pay Schedule for all summer work performed.

4.8 Special Faculty Retirement. Full time special faculty who are eligible for benefits shall consult with the Office of Human Resources regarding retirement. All retirements shall be in accordance with Chapter 135 of the North Carolina General Statutes.

4.9 Special Faculty Performance Indicators: Teaching Effectiveness. Due to the primacy of teaching, Special Faculty members with teaching responsibilities shall be subject to annual teaching performance assessment, which shall include the following: (1) student reviews of instruction conducted at regular intervals (at least one semester of each academic year) and peer assessment (2) student feedback and comprehensive reviews, including reviews for extension of Special Faculty appointments. Peer observations of teaching. Any additional assessments shall be specified in the Department’s foundational documents. Appropriate and timely feedback from evaluations shall be provided to the special faculty members each year.

4.9.1 Student Reviews of Faculty Instruction. The University’s online survey shall be conducted in all classes in at least one (1) semester of each academic year. Student reviews of faculty instruction can provide insight into a number of the important dimensions of a teacher’s efforts: classroom performance, advising, informal and formal contact with students. The University online survey shall be conducted in all classes in at least one semester of every academic year. Colleges/Schools and Departments may choose to review more frequently
with a copy to the Department Chair and Dean, with an effective date at the end of the term in which they intend to resign (December 31 or June 30). Upon receipt of the notice of intent to resign, the Provost and Executive Vice Chancellor or their designee shall respond in writing to the faculty member confirming the resignation and shall state the effective date of such resignation.

3.4.5 Faculty Retirement. Faculty members shall consult with the Office of Human Resources regarding retirement. All retirements shall be in accordance with Chapter 135 of the North Carolina General Statutes. Full-time tenured faculty members may also be eligible for Phased Retirement. When a faculty member retires, the faculty member relinquishes all tenure rights, and any subsequent employment shall be subject to University post-retirement policies.

3.4.6 Summer Appointments and Resignations. All tenure-track and tenured faculty members who agree to teach during the summer are paid for summer course work based on a percentage of their nine-month base salary. If a tenure-track or tenured faculty member submits their intention to resign, resigns, or is terminated from their faculty position prior to August 30 they will not be paid the percentage of their nine-month base salary, but instead will be paid at the posted adjunct salary rate in the Academic Affairs Pay Schedule for all summer work performed.

3.4.7 Abandonment of Position. Any faculty member who needs to be absent during the academic term shall notify their Department Chair and Dean in writing in advance of the proposed absence. Any faculty member who does not report for the opening day of classes in any term and continues to be absent for fourteen (14) calendar days without being excused by the Department Chair and Dean, or is absent at any point in the term for fourteen (14) consecutive days when classes are in session without being excused by the Department Chair and Dean, shall be subject to formal discharge in accordance with Chapter 9 of this Faculty Handbook.

3.5 Distinguished Professorships. All Distinguished Professorships must be created in accordance with the UNC System policies and applicable state law. Approval of any new Distinguished Professorships or revisions to a current Distinguished Professorship must be approved by the Board of Trustees and the President of the UNC System.

3.6 Faculty Teaching Effectiveness. Due to the primacy of teaching, all faculty members shall be subject to regular teaching performance assessment, which shall include at minimum the following: (1) peer assessment, (2) student feedback of instruction and (3) self-assessment of teaching. These ways of assessing will be used, as appropriate, in annual evaluations and comprehensive reviews, including reviews for promotion and post-tenure reviews or reviews for extension of Special Faculty appointments. Any other assessments must be described in the foundational documents of the College/School/Department.

3.6.1 Training to Enhance Student Success. In order to effectively use the multiple assessments of teaching to enhance pedagogy, the student learning experience, and student academic success, training shall be provided to faculty members, Department Chairs, Deans, and other staff and administrators.

3.6.2 Student Reviews of Faculty Instruction. The University’s online student reviews shall be conducted in all classes in at least one (1) semester of each academic year. Colleges/Schools and Departments may choose to review more frequently and/or employ additional methods to offer students the opportunity to provide feedback on instruction, but those methods must be outlined in the College/School or Department’s foundational documents.

3.6.3 Peer Observation of Faculty Teaching. Faculty members shall participate in peer observation of teaching in accordance with the following:

a. During the probationary period, Tenure-Track Faculty shall participate in a minimum of one (1) peer observation of teaching per academic year. There shall be a peer observation of a tenured faculty member a minimum of one (1) time per five (5) year period.

b. Departments shall adopt procedures and practices for peer observations of teaching, which shall be included in their Department’s foundational documents, that shall include: (i) An orderly rotation
with respect to their employment and shall supersede any previous written or oral representations, statements, negotiations or agreements.

c. The term of appointment for Special Faculty members concludes at the end of the specified period set forth in the faculty employment contract and constitutes full and timely notice that a new term will not be granted when that term expires. Therefore, the University shall not be required to provide any notice before the current term expires as to whether a subsequent appointment will be offered.

d. The continued employment of a Special Faculty member may be made expressly contingent during the contract period on items such as the continued availability of funds from any source, enrollment levels, or any other contingency established by the University. Any such contingencies shall be included in the faculty employment contract.

4.4.2 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.

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4.9.1 Student Reviews of Faculty Instruction. The University’s online survey shall be conducted in all classes in at least one (1) semester of each academic year. Student reviews of faculty instruction can provide insight into a number of the important dimensions of a teacher’s efforts: classroom performance, advising, and informal and formal contact with students. The University online survey shall be conducted in all classes in at least one semester of every academic year. Colleges/Schools and Departments may choose to review more frequently and/or employ additional methods to offer students the opportunity to provide feedback on instruction, but those methods must be outlined in the college/school or department’s foundational documents.
Policy on Faculty Workload

I. Purpose. Faculty are the core means by which the University of North Carolina (UNC) System fulfills its statutory mission to "...discover, create, transmit, and apply knowledge." Faculty apply advanced training and education towards teaching, research/creative activity, and service in support of the mission of their individual constituent institution and the broader UNC System mission. The Board of Governors has an obligation to ensure that the constituent institutions are deploying and monitoring faculty workloads in a consistent, efficient, and effective manner across the UNC System.

A. Faculty are critical for advancing the quality and impact of the UNC System and its constituent institutions. Faculty hold primary responsibility for designing and implementing curricula and academic programs; facilitating student success; engaging in research/creative activity; providing service to their disciplines and their communities; and enhancing the quality of life for North Carolinians. Faculty workload policies should acknowledge each of these areas and recognize faculty members’ contributions to each.

B. North Carolina G.S. 116-1(b) specifies that the mission of the UNC System “...is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is accomplished through instruction, which communicates the knowledge and values and imparts the skills necessary for individuals to lead responsible, productive, and personally satisfying lives; through research, scholarship, and creative activities, which advance knowledge and enhance the educational process; and through public service, which contributes to the solution of societal problems and enriches the quality of life in the State.” Faculty workload policies should take into account faculty members’ contributions towards the University’s mission.

Additionally, the Board has previously established the expectation that teaching “...should be the first consideration of all UNC institutions” in evaluating faculty.1 As such, teaching responsibilities shall serve as the core requirement and foundation of each constituent institution’s faculty workload policy.

C. The Board of Governors has delegated to the boards of trustees of the constituent institutions the authority to adopt personnel policies for personnel in all categories of university employment, including policies governing academic tenure and promotion.2

II. Required Institutional Faculty Workload Policies.

A. Each UNC System institution shall develop policies and procedures implementing the provisions of this policy. Institutional policies shall be developed by the chancellor and provost, approved by the institutional board of trustees, and then approved by the president. Each constituent institution shall establish, publish, and monitor specific academic unit workload requirements that are consistent within the institution and across system institutions.
workload decisions should be made with educational mission, student success, and financial implications in mind.

B. Responsibility for the successful implementation of the institutional faculty workload policies shall be shared among the following stakeholders:

1. Boards of Trustees shall be responsible for ensuring the constituent institution is implementing a faculty workload policy that advances the institution's mission, fosters student success, and ensures financial sustainability.

2. Chancellors and Provosts shall be responsible for developing institutional policies and ensuring that all colleges, schools, departments, and other units develop and implement faculty workload and evaluation procedures that comply with the institutional policy in a fair and consistent manner, with consideration of the institution's mission and the prudent stewardship of fiscal resources.

3. Deans and Department Chairs\(^b\) shall be responsible for working directly with faculty to establish individual workloads that support institutional and strategic objectives in alignment with institutional policies, procedures, resources, and mission.

4. Faculty share in the responsibility of ensuring their workloads are consistent with the 1.0 FTE requirement.

C. Institutions are responsible for ensuring that individuals serving in a supervisory capacity effectively carry out the duties identified in this policy. Individuals serving in a supervisory capacity should have the training and skills necessary to fulfill this responsibility. Institutions are responsible for having a process for reviewing and assessing workload assignments.

III. Required Components of Faculty Workload Policies.

Each constituent institution shall ensure that their faculty workload policies and procedures address the following:

A. Workload Expectations. Each full-time faculty member shall engage in approved work that totals to 1.0 Full-Time Equivalency (FTE). Institutional policies shall identify the process for establishing individual faculty workload expectations in accordance with the respective missions of each institution and the university. Faculty members have responsibility for teaching, research/creative activity, and service.

1. Teaching. Consistent with G.S. 116-1(b), teaching and instruction are the central responsibilities of the UNC System and form a critical base of workload expectations for faculty. In addition to organized courses, the faculty member's instructional workload also includes other instructional efforts such as developing materials for a new course, updating materials for an existing course, developing courseware or other materials for technology-based instruction, supervising undergraduate research and masters' theses and doctoral dissertations, directing students in co-curricular activities such as plays, preparing and equipping new laboratories, supervision of teaching assistants, supervision
of internships, academic advising, mentoring, and other activities that support student success.

2. Research/Creative Activity. Faculty members, particularly at constituent institutions whose overall missions include research, engage in the work of discovering, disseminating, and applying knowledge and professional expertise. These activities may include (but are not limited to) working in laboratories and studios, conducting empirical and/or theoretical research, engaging in development or translational work, and/or producing creative works. Toward that end, faculty write articles, monographs, and grant proposals, edit scholarly journals, prepare juried art exhibits, direct centers and institutions, or perform in plays, concerts, or musical recitals. Institutional policies shall specify the means and extent by which research/creative activity responsibility counts towards a faculty member’s total workload. These research/creative activities have significant implications for teaching. They enable faculty members to design course materials that reflect the state-of-the-art and cutting-edge knowledge in their respective fields.

3. Service. As a public university, the UNC System provides substantial benefits to the people and State of North Carolina. Faculty members engage in service that advances the work of the institution and the institution’s role in supporting North Carolina. Service work of faculty may include activities which enhance the scholarly life of the university or the discipline, improve the quality of life or society, or promote the general welfare of the institution, professional and academic societies, the community, the state, the nation, or international community. Faculty members may also be assigned administrative responsibilities, including but not limited to, department chair/head, program director, and center director. Institutional policies shall specify the means and extent by which administrative responsibilities count towards a faculty member’s total workload.

As teaching and instruction are the primary mission of the constituent institutions, teaching shall serve as the first component of determining faculty workload expectations. In general, a teaching load of 24 credit hours (or equivalent contact hours) per academic year, along with routinely expected faculty duties such as advising, committee work, and professional development together constitute a full workload and a 1.0 FTE appointment. Faculty members holding additional responsibilities for research/creative activities and service as identified in their annual work plan can have their teaching workload adjusted on a commensurate basis.

Differential teaching loads may be authorized in recognition of differing individual circumstances including student success considerations, course level (bachelors, master’s, doctoral), course pedagogies, programmatic accreditation requirements, team-taught courses, research productivity, time bought out by external grants, significant administrative or service assignments, significant advising responsibilities, or other activities aligned with the institution’s mission and/or critical to student success as provided for in this policy and identified in the faculty member’s annual work plan.

B. Annual Work Plan. Each faculty member shall work with their dean or department chair to develop a work plan for the upcoming academic year, in alignment with the institution’s workload expectations and the needs of the academic department, college/school, or institution.
Institutional policies shall provide for the definition of the academic year, with both 9- and 12-month options available. The work plan shall identify the specific outputs and efforts a faculty member is expected to complete in the next academic year, recognizing that those items may be part of long-term or multi-year initiatives. The specific goals of the work plan should build towards and align with the expectations of the next summative/comprehensive review that a faculty member undergoes (e.g., reappointment, promotion, tenure, post-tenure review). The work plan shall include expectations for teaching, research/creative activity, and service via percentage time allocations that equal the faculty member's FTE status.

C. Annual Evaluation. Each faculty member shall engage in an annual review with their department chair/head. As part of that annual review, the department chair/head shall review the work of the faculty member relative to their approved work plan. A faculty member who does not adequately satisfy their workload expectations for the review period shall be subject to a 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 second-level supervisor.

IV. Annual Reporting Requirements

A. Overview and Timing. Each constituent institution shall compile an annual report of the previous year's faculty activity to be presented to and approved by the board of trustees each year. The report shall cover an academic/fiscal year basis (July 1 – June 30) and must be approved by the board of trustees no later than September 30 each year, with a copy submitted to the president by October 15.

B. Requirements. The annual report shall include quantitative information on faculty workload such as organized course sections taught, student credit hours produced, faculty contact hours, measures of research/creative activity, and service rendered in the previous academic year. The annual report shall include an analysis of faculty FTE allocations by teaching, research/creative activity, and service at the department, school/college, and institutional level. The annual report shall also include information regarding the process by which the institution implemented the provisions of their policy and evaluated individual faculty workloads relative to the standards therein.

V. Other Matters

A. Effective Date. The requirements of this policy shall be effective with the 2024-2025 academic year. Institutions shall have internal policies in place at the beginning of that academic year.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted by the president.
D. Periodic Review. Each institution shall review their institutional policy at least every five years and submit a copy of that review and any changes made to the president.

E. Approvals. All policies and procedures required under this policy must be submitted by the constituent institutions to the UNC System Office and approved by the president.

*Supersedes and replaces the prior UNC Policy 400.3.4, "Monitoring Faculty Teaching Workloads" as this version was approved by the Board of Governors on July 20, 2023.

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1 University of North Carolina Mission Statement. [https://www.northcarolina.edu/our-mission/](https://www.northcarolina.edu/our-mission/)
3 The Code, Appendix 1, Section I.
4 For the purposes of this policy, department chair shall refer to the individual with supervisory responsibility for an individual faculty member.
Regulation on Faculty Workload

I. Purpose. This regulation defines the authority, responsibilities, and required processes as related to institutional policy development for faculty workload, planning, training, and reporting in the University of North Carolina System (UNC System) regarding implementation of Section 400.3.4 of the UNC Policy Manual, Policy on Faculty Workload ("the Policy"). The Policy requires institutions to develop their own faculty workload policies and faculty workload plans and places reporting requirements on Institutions and on the UNC System Office.

II. Definitions. The following definitions apply to this regulation.

A. "Academic unit" means academic department, professional school, or an equivalent constituent unit of an institution.

B. "Faculty" means employees of a constituent institution appointed to carry out responsibilities such as instruction, research/creative activity, service, clinical care, or extension. Faculty may be tenured or not and temporary or permanent, with titles, ranks, and duties defined by the constituent institution.

C. "Full Time Equivalent (FTE)" means a workload that represents a full-time effort at a given institution in keeping with the institution's faculty workload policy. Recognizing the autonomy of institutions to determine the teaching load, a teaching load of 24 credit or contact hour equivalents per academic year, along with other routinely expected duties, generally constitutes a full workload and a 1.0 FTE appointment.

D. "Routinely expected duties" means those faculty responsibilities, as defined by a constituent institution and in accordance with Section III. A of UNC Policy 400.3.4, which are ordinarily expected of faculty members, and which ordinarily include components of research and service.

E. "Research and creative activity" includes, without limitation, those activities listed in UNC Policy Manual § 400.3.4(III)(A)(2). Institutional workload policies shall define what constitutes research and creative activity consistent with their mission and the Policy.

F. "Service" includes, without limitation, those matters found in UNC Policy Manual § 400.3.4(III)(A)(3). Institutional workload policies shall define what constitutes service according to their mission and consistent with the Policy.

G. "Teaching" has the definition found in UNC Policy Manual § 400.3.1 and includes, without limitation, those activities listed in UNC Policy Manual § 400.3.4(III)(A)(1).

III. Requirements for institutional faculty workload policies.
Institutions shall develop faculty workload policies consistent with this regulation, with UNC Policy 400.3.4, and with all other applicable statutory and regulatory authorities.

A. Institutional faculty workload policies shall include processes for training all personnel who develop and review faculty annual workload plans. Institutional Provosts shall ensure that all such personnel receive that training and that such training is aligned with guidance provided by the System Office.

B. Institutional workload policies must (1) establish ordinary percentages for faculty workload in areas such as teaching, research/creative activity, and service for each academic unit and for each faculty appointment type which together constitute the 1.0 FTE in a manner consistent with the missions of the institution and the academic unit; (2) identify with reasonable particularity guidelines under which deviations in the ordinary percentages for a given academic unit may be approved.

IV. Requirements for Faculty Annual Workload plans

A. Requirements for Annual Workload Plans

a. Applicability. Faculty members who are appointed for longer than one year and who are full time must have an annual workload plan, including faculty that also serve in administrative roles. Faculty members who are classified as Senior Academic and Administrative Officers (SAAO) or are in another leave-earning position shall not have an annual workload plan. Temporary faculty members, faculty members who are appointed for one year or less, and faculty members who are less than full-time may have an annual workload plan if directed by the institution.

b. Assigning duties. Each faculty annual workload plan shall account for one FTE by assigning duties to areas typically associated with faculty workload including teaching, research/creative activity, and service.

i. Institutions do not have to assign greater than zero percent in each category. Assigned percentages, when added together, must total one-hundred percent.

ii. Descriptions which support institutional missions must be included in institutional faculty workload policies. Some activities may be reasonably included in different categories, and in such cases, institutions shall assign the activity to a category in accordance with the institutional mission.

iii. Workload categories for faculty classified as extension faculty at North Carolina State University and North Carolina A & T State University or clinical faculty at East Carolina University and the University of North Carolina at Chapel Hill shall be determined by the institution, subject to the approval of the president or designee.

B. Outputs. Faculty annual workload plans shall include the specific outputs and efforts a faculty member is expected to complete in the next academic year, with a clear linkage towards long-term evaluation (e.g., reappointment, promotion, tenure, post-tenure review). Each
component of a full-time faculty member's workload plan should reflect the mission of the institution.

C. Approvals. Each faculty member's workload plan shall be developed in consultation with and approved by the academic unit head and by that academic unit's head's supervisor or designee.

V. Reporting Requirements.

A. Institutional annual reports will contain:

a. For each academic unit, the percentage of faculty efforts across three categories: teaching, research/creative activity, and service. When taken together, the percentages for all categories must total one-hundred percent. For faculty defined in section IV.b.iii, the categories shall by those determined by the institution and approved by the president or designee.

b. For each academic unit, organized course sections taught, student credit hours produced, and faculty contact hours.

c. For each academic unit, those measures of research/creative activity and service that the institution shall define according to its mission.

d. Information regarding the process by which the institution implemented the provisions of their policy and evaluated individual faculty workloads relative to the standards therein.

e. Other quantitative or qualitative information that the institution determines provides additional context for faculty impact and productivity in the various realms of faculty workload in accordance with the institution’s mission.

B. Each Institution shall submit an annual report in the format prescribed by the President to its Board of Trustees to be approved by September 30th following the academic year. After being accepted by its Board of Trustees, each institution shall submit its annual report to the System Office President by October 15th following the academic year.

C. The System Office shall report on implementation and outcomes of the policy and regulation on faculty workload to the Board of Governors by January 2025 and each January thereafter.

VI. Implementation timeline. The timeline for development of institutional policy and annual workload plans in place for Academic Year 2024-25 and annually thereafter is as follows:

a. All faculty workload institutional policies must be approved by institutional Boards of Trustees by June 30, 2024.

b. Each faculty required to have an annual workload plan under this Regulation shall have an initial approved workload plan by January 1, 2025.

VII. Other Matters.
A. Effective Date. The requirements of this regulation shall be effective upon the date of adoption of this regulation by the president.

B. Relation to Federal and State Laws. The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies that may govern or relate to the subject matter of this regulation.

C. The UNC System Office shall develop and promulgate training on the implementation of the Policy and this Regulation.

D. Because of the differences in institutional mission and faculty workload expectations at the North Carolina School of Science and Mathematics, that institution is exempt from the requirements of this policy. The North Carolina School of Science and Mathematics shall develop institutional faculty workload policies appropriate for its respective secondary education program that align with the policy goals and objectives set forth in this regulation.
G. Maintain all licenses and certifications required for their positions, participate in education and training as necessary to maintain professional competence in their discipline.

H. Complete all required university mandated training as appropriate for their job duties, and in a timely manner.

I. Disclose all conflicts of personal, professional and financial interest, as required by University policy, in a timely manner.

J. Use University facilities, equipment, supplies and resources (including telecommunications and information technology resources) responsibly and for legitimate University business.

Faculty are expected to adhere to these professional expectations. Violations of policies in this Faculty Handbook, the Appalachian State University Policy Manual, The Code & The UNC Policy Manual, or state and federal law, related to these expectations, may result in disciplinary action.

2.5 Professional Integrity. Integrity is essential to the search for knowledge. All faculty must guard the truth, uphold the highest standards in the educational process as well as in their research and scholarship. Faculty must practice intellectual honesty at all times and protect the public trust that the academic environment has long held. Faculty must never plagiarize, fabricate or falsify information or knowingly misrepresent information or its source. Faculty must never engage in any communication that is false, misrepresented or dishonest.

2.5.1 Violations of Professional Integrity. The following shall constitute a violation of professional integrity that may result in disciplinary action, up to and including termination in accordance with Chapter 9 of this Faculty Handbook.

a. willful falsification of credentials or other information significantly related to job qualifications or responsibilities;

b. willful nondisclosure of information significantly related to job qualifications or responsibilities; and

c. other violations of professional ethical standards sufficiently related to a faculty member’s academic responsibilities so as to disqualify the individual from effective performance of University duties or sufficiently serious as to adversely reflect on the individual’s honesty, trustworthiness or fitness to be a faculty member.

2.6 Faculty Professional Workload. The professional workload for faculty members shall include teaching, research/creative activity and service to the department/program, college, University and/or the community. Teaching and instruction are the primary mission of the University and therefore teaching shall serve as the first component of determining faculty workload expectations. In accordance with UNC Policy Manual, Policy 400.3.4, the standard teaching load for all full-time faculty members shall be 24 credit hours (or equivalent contact hours) per academic year, along with routinely expected faculty duties such as advising, committee work, and professional development. Faculty members holding additional responsibilities for research/creative activities and service as identified in their annual work-plans may have their teaching workload adjusted on a commensurate basis. Any exceptions from the standard teaching workload must be approved by the Provost and Executive Vice Chancellor and be included in the faculty member’s employment contract. Additional workload policy and procedures are set forth in the AASOP.

2.6.7 Department Chair and Program Director Workload. The workload of Department Chairs, and Program Directors will be set by the Dean or the Dean’s designee. In the case of Deans and other administrative faculty, workload will be set by the Provost or the Provost’s designee.

2.6.1 Differential Teaching Loads. Differential teaching loads may be approved in recognition of differing individual circumstances including student success considerations, course level (bachelors, masters, doctoral) course pedagogies, programmatic accreditation requirements, team-taught courses, research productivity, time bought out by external grants, significant administrative or service assignments, significant advising responsibilities, or other activities aligned with the University’s mission and/or critical to student success.

2.9 Faculty Workload Assignments/Expectations. As teaching and instruction are the central responsibility and critical base of the UNC System, teaching shall serve as the first component when determining faculty workload.
assignments. A 1.0 FTE workload during the academic year (traditional 9-month period of faculty employment) is defined as (1) a teaching load of 24 credit hours or equivalent contact hours per academic year, which accounts for 80% of the annual workload; and (2) other faculty assignments representing 20% of the annual workload that further the mission of the academic unit and institution, such as committee work and other forms of service. This policy and the System Policy allow for flexibility and individual planning for workload and field conventions, such as that tenure-track faculty are generally expected to carry out research, scholarship, and/or creative activities as part of their workload and therefore faculty with research expectations and outcomes typically teach less than 24 credit hours per academic year. The workload for an appointment of less than 1.0 FTE shall modify the above definition of workload in a manner that is proportional to the FTE. A typical 3-credit hour (or equivalent contact hours) organized class is equivalent to 10% of the annual workload. However, upon approval of the Dean, a differentiated workload may be assigned. This framework does not necessarily equate to a 4/4 teaching workload for all faculty members (i.e., 4 course assignments in the Fall semester and 4 in the Spring semester). Instead, workload shall be measured through percentages, with percentages assigned to each category of faculty workload. These categories should align with how a faculty member is evaluated during annual reviews and in future opportunities for promotion. Faculty are expected to engage in collaborative discussion with the department chair about the workload needs of the department, school, or program. These department chairs hold responsibility and authority for the issuance of faculty workload assignments, subject to review and approval by the Dean.

2.9.1 Teaching. Consistent with N.C.G.S. 116-1(b), teaching and instruction are the central responsibilities of the UNC System and form a critical base of workload expectations for faculty. In addition to organized courses, the faculty member’s instructional workload also includes but is not limited to, other instructional efforts such as developing materials for a new course, updating materials for an existing course, weekly course preparation activities, developing courseware or other materials for technology-based instruction, supervising undergraduate research and masters’ theses and doctoral dissertations, directing students in co-curricular activities such as plays, preparing and equipping new laboratories, supervision of teaching assistants, supervision of internships, academic advising, mentoring, and other activities that support student success.

2.9.2 Research and Creative Activities. Faculty members engage in the work of discovering, disseminating, and applying knowledge and professional expertise. These activities may include (but are not limited to) working in laboratories, studios, clinical or community settings conducting empirical and/or theoretical research, engaging in development or translational work, and/or producing creative works. Toward that end, faculty write articles, books, monographs, and grant proposals, write patents, develop intellectual property, edit scholarly journals, prepare juried art exhibits, direct centers and institutes, or perform in plays, concerts, or musical recitals. These research/creative activities have significant implications for teaching. They enable faculty members to design course materials that reflect their respective fields’ state-of-the-art and cutting-edge knowledge.

2.6.2 Service. As a public university, Appalachian State provides substantial benefits to the people and the State of North Carolina. Faculty members engage in service activities that advance the institution’s work and the institution’s role in supporting North Carolina. Faculty service work may include activities that enhance the scholarly life of the university or the discipline, improve the quality of life of society, or promote the general welfare of the institution, professional and academic societies, the state, the nation, the local community, or the global community. Faculty members may also be assigned administrative responsibilities, including but not limited to, Department Chair, program director, and center director.

2.9.3 Faculty Workload Assignments/Annual Workload Plan. Each faculty member shall work with their department chair or dean to develop a work plan for the upcoming academic year, in alignment with the University’s workload expectations and the needs of the academic department, program, college/school, or University. In accordance with UNC Policy Manual, Policy 400.3.4, all workplans shall including expectations for teaching, research/creative activity and service via percentage time allocations that equal the faculty member’s
FTE status. If changes in a faculty member's instructional assignment become necessary, the faculty member shall be notified of such changes as soon as possible. All employees whose primary job classification is as a faculty member with an appointment at 0.75 FTE or more, regardless of contract length and including faculty members who also hold administrative roles, must have a workload plan. Faculty members who are employed on less than a nine-month annual basis or are less than ¾-time may have a workload plan if directed by their academic unit. Workload plans should be designed with the missions of the university and the faculty member's academic unit and department/school/program in mind, and with student success and fiscal considerations.

2.10.1 Workload Plan Requirements. The workload plan shall include a faculty member's percentage time allocations of work effort by category (teaching, research, and service) and specify outcomes a faculty member is expected to achieve during the plan period. Furthermore, these outcomes must be aligned with the faculty member's annual reviews and demonstrate a clear link to all relevant expectations for reappointment, promotion, tenure, and/or post-tenure review, as appropriate.

2.10.2 Workload Plan Mid-Cycle Revisions. During the academic year, a significant circumstance may arise that justifies modifications to a faculty member's workload plan. Criteria for workload modification in such circumstances may be determined at the unit level. Such workload changes will be made in cases only where the newly arising circumstance represents a new component of the faculty member's assignment that is approved by the department chair. When a significant circumstance occurs and justifies revision of the work plan, as described above, the plan and statement of expected outcomes should be revised at that time, with all changes subject to approval of the Department Chair and the Dean, and the circumstances shall be acknowledged by the department chair in the affected faculty member's annual review.

2.10.3 Faculty Success Plan. A faculty member who does not adequately satisfy their workload plan expectations for the review period shall be subject to a faculty success plan. The plan must include specific steps designed to lead to improvement, targeted resources the faculty member can use to help them improve, a specified timeline in which improvement is expected to occur, and clear statement to consequences should improvement not occur within the designated timeline. These plans must be approved by the Department Chair and Dean. Consequences for failure to make improvement within the designated timeframe may include disciplinary action including but not limited to demotion or formal discharge for "sustained unsatisfactory performance" in accordance with Chapter VI, Section 603 of The Code.

2.72.11 Faculty Role in Curriculum Development. The basic and most important unit in determining curricula is the academic department. To accomplish curricular work, each department/academic unit and college/school shall have a curriculum committee charged with carefully considering additions, deletions, and changes to courses, programs, policies, or structures within or affecting the academic unit.

2.82.12 Additional Obligations of Faculty. In addition to the responsibilities above, faculty as employees of Appalachian State University also have obligations to the University. Those obligations are contained in the Appalachian State University Policy Manual. They include, but are not limited to, the following:

A. Research Misconduct: To engage in research, scholarship and creative endeavors with integrity and to comply with the University’s Research Misconduct Policy in regard to any allegations of misconduct;

B. Grading: To ensure all final grades are reported to the Registrar by the deadline set by the University each
G. Maintain all licenses and certifications required for their positions, participate in education and training as necessary to maintain professional competence in their discipline.

H. Complete all required university mandated training as appropriate for their job duties, and in a timely manner.

I. Disclose all conflicts of personal, professional and financial interest, as required by University policy, in a timely manner.

J. Use University facilities, equipment, supplies and resources (including telecommunications and information technology resources) responsibly and for legitimate University business.

Faculty are expected to adhere to these professional expectations. Violations of policies in this Faculty Handbook, the Appalachian State University Policy Manual, The Code & The UNC Policy Manual, or state and federal law, related to these expectations, may result in disciplinary action.

2.5 Professional Integrity. Integrity is essential to the search for knowledge. All faculty must guard the truth, uphold the highest standards in the educational process as well as in their research and scholarship. Faculty must practice intellectual honesty at all times and protect the public trust that the academic environment has long held. Faculty must never plagiarize, fabricate or falsify information or knowingly misrepresent information or its source. Faculty must never engage in any communication that is false, misrepresented or dishonest.

2.5.1 Violations of Professional Integrity. The following shall constitute a violation of professional integrity that may result in disciplinary action, up to and including termination in accordance with Chapter 9 of this Faculty Handbook.

   a. willful falsification of credentials or other information significantly related to job qualifications or responsibilities;

   b. willful nondisclosure of information significantly related to job qualifications or responsibilities; and

   c. other violations of professional ethical standards sufficiently related to a faculty member’s academic responsibilities so as to disqualify the individual from effective performance of University duties or sufficiently serious as to adversely reflect on the individual’s honesty, trustworthiness or fitness to be a faculty member.

2.6 Faculty Professional Workload. The professional workload for faculty members shall include teaching, research/creative activity and service to the department/program, college, University and/or the community. Teaching and instruction are the primary mission of the University and therefore teaching shall serve as the first component of determining faculty workload expectations. In accordance with UNC Policy Manual, Policy 400.3.4, the standard teaching load for all full-time faculty members shall be 24 credit hours (or equivalent contact hours) per academic year, along with routinely expected faculty duties such as advising, committee work, and professional development.

2.7 Department Chair and Program Director Workload. The workload of Department Chairs, and Program Directors will be set by the Dean or the Dean’s designee. In the case of Deans and other administrative faculty, workload will be set by the Provost or the Provost’s designee.

2.8 Differential Teaching Loads. Differential teaching loads may be approved in recognition of differing individual circumstances including student success considerations, course level (bachelors, masters, doctoral) course pedagogies, programmatic accreditation requirements, team-taught courses, research productivity, time bought out by external grants, significant administrative or service assignments, significant advising responsibilities, or other activities aligned with the University’s mission and/or critical to student success.

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2.10 Faculty Annual Workload Plan. All employees whose primary job classification is as a faculty member with an appointment at 0.75 FTE or more, regardless of contract length and including faculty members who also hold administrative roles, must have a workload plan. Faculty members who are employed on less than a nine-month annual basis or are less than ¾-time may have a workload plan if directed by their academic unit. Workload plans should be designed with the missions of the university and the faculty member’s academic unit and department/school/program in mind, and with student success and fiscal considerations.
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A. **Research Misconduct:** To engage in research, scholarship and creative endeavors with integrity and to comply with the University’s Research Misconduct Policy in regard to any allegations of misconduct;

B. **Grading:** To ensure all final grades are reported to the Registrar by the deadline set by the University each semester;

C. **Intellectual Property:** To disclose any intellectual property that may be created by the faculty member in the scope of their employment including research to the Intellectual Property Council in accordance with the University’s IP Transfer Policy;

D. **Mandatory Reporter/Responsible Employee Title IX:** To fulfill the role as a Mandatory Title IX Responsible Employee. Faculty members must be trained annually and report any occurrence of prohibited conduct under University Policies on Discrimination, Harassment, Title IX and Sex-Based Misconduct;

E. **Anti-Nepotism.** To not engage in the supervision of an individual that is either related to the faculty member or is in a personal or amorous relationship with the faculty member in violation of **UNC Policy Manual, Policy 300.4.2 and 300.4.2[G]**. When appropriate, Department Chairs who have spouses or partners in the department they
Date: June 16, 2024

To: Dr. Heather Norris, Interim Chancellor

From: Nick Katers, Associate Vice Chancellor for Facilities Management

Re: Authority Increase Request – Innovation District from $61.5M to $63.5M

Action: This is an administrative action request to increase the budget by the amount being reimbursed by the Housing Contractor. The budget amount must be increased to match the reimbursed portion. As part of the overall sitework for the three projects that make up the Innovation District, App State decided to use the same contractor for all earthworks to maintain consistency, quality, and efficiency. The portion of the earthwork that supports the Faculty/Staff Housing area cost $1.947M billed to the state funded Innovation District STEM Building 1 project. This expense is being reimbursed by the Housing Contractor to the project. The Office of State Construction rules require us to administratively increase the overall authority of the Innovation District STEM Building 1 project by the amount of the reimbursement. The total cost of this increase in authority is being funded by private sources.

We are unable to receive permission for final construction contracting until this action is approved. This request falls within the approval authority of the Board of Governors and if approved today will be presented at the July Board of Governors meeting. The attached project justification, OC-25 and CI-1 includes the estimated cost for the overall project at $63.5.

Background: In the FY 2021-22 legislative session, App State was given a state appropriation in the amount of $54M to begin construction of its proposed Innovation District and the first of its three planned academic buildings. In March 2023, we received permission to increase authority by an additional $7.5M to account for the Innovation District site work and extensive utility infrastructure bringing the total authorization to $61.5M. This project includes sitework for the entire footprint of the proposed Innovation District. This includes mass grading, storm and sanitary sewer, site water distribution along with electrical and fiber distribution. The academic building is a STEM building for applied teaching and research. This will allow for the expansion of overcrowded and growing programs that currently exist in other STEM spaces on campus.
1. **Institution:** Appalachian State University

2. **Project Title:** Innovation Campus Phase I and Conservatory for Biodiversity and Educational Research (CBEAR)

3. **Project Type:** New Construction

4. **Was Advanced Planning authorized by legislation or Board of Trustees?**
   - **Advanced Planning Status?** Completed

5. **Building Name:** Innovation Campus and CBEAR
   - **Estimated gross square feet:** 37,585
   - **Current Use of Building:** N/A
   - **List departments and programs currently using the building:**
     - N/A
   - **Proposed Use of Building:** Conservatory, Research, and Classrooms
   - **List proposed departments and programs that will use the building:**
     - Biology

6. **Describe proposed project scope:**
   - Construct a new academic STEM building for applied teaching and research as well as a conservatory for public education. This will allow for the expansion of overcrowded and growing programs that currently exist in other spaces on campus. As a part of the Innovation Campus, this project will pursue the Living Building Challenge as a commitment to sustainability. The current funding covers district wide grading and utilities for the Innovation Campus. It does not cover the cost of teaching greenhouses, the headhouse, the conservatory, or the 2nd Floor of the new bldg. This increase is needed to reflect funds paid by the P3 Housing developer for their portion of the site utilities.

7. **If project includes new construction, what is proposed use or disposition of existing building?**
   - This replaces an aging conservatory and allows the Biology Department to expand.

   - **Is this cost included in total project budget?** Yes

8. **Estimated total project budget:** $63,528,895.02
   - **Proposed source(s) of funding:** SA, CF, ENDF, DG

9. **Is project included in university’s master plan?** Yes

   - **If yes, provide link or reference.**

10. **Does project support UNC Strategic Plan?** Yes
    - **If so, provide details.**
      - This Project will allow the University to expand research capabilities, allows for public outreach and education, and supports sustainable expansion of the campus for educational learning.
Date:        June 16, 2024  

To:          Dr. Heather Norris, Interim Chancellor  

From:        Nick Katers, Associate Vice Chancellor for Facilities Management  

Re:          Action Item – Request for Authority, Hickory Campus Ground Floor Renovation for Leased Space $150,000  

This is a carry forward supported project to conduct an upgrade of approximately 1360 square feet on the ground floor of the Hickory Campus for leased space. This is requested to create a space for a future tenant with a projected cost of the renovation is $150,000 and represents about $110 per square foot. The estimated cost of the project is less than $750,000 and falls within the approval threshold of the Appalachian State University Board of Trustees. Because this is intended to be a leasable space, it is not eligible for the appropriated money that has been allocated for the building. The attached OC-25 details the full extent of the renovation.

The scope of work includes demolition and reconfiguring the space with updated offices and common areas. Additionally, there is electrical, data and new storefront requirements.

This project is time sensitive and needs to begin construction before the next Board of Trustees meeting in September. The intended completion date is November 2024.
STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNium 2013 - 2015

DEPARTMENT and DIVISION: Appalachian State University                DATE: 06/04/24
PROJECT IDENTIFICATION: Hickory - Ground Floor Congressional Area
PROJECT CITY or LOCATION: ASU Hickory Campus - Hickory, NC

PROJECT DESCRIPTION & JUSTIFICATION: (Attach additional data as necessary to indicate need, size, function of improvements as well as a master plan.)
Renovate ground floor offices on south end of Hickory building to accommodate future tenant. Add a doorway connecting two separate offices, paint all offices and reception space, and convert open space into conference room. Renovate men's and women's restrooms by elevators in atrium by painting, replacing partitions, and replacing sink and counter for use by office staff.
(Definitions/Explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

CURRENT ESTIMATED CONSTRUCTION COST

<table>
<thead>
<tr>
<th>A. Land Requirement</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Site Preparation</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>1. Demolition</td>
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<td>$0</td>
</tr>
<tr>
<td>2. Site Work</td>
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<td></td>
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<td>$0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Construction</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utility Services</td>
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<td></td>
<td>$0</td>
</tr>
<tr>
<td>2. Building Construction (new space)</td>
<td>1360 SF</td>
<td>$50.00</td>
<td>$68,000</td>
<td></td>
</tr>
<tr>
<td>3. Building Construction (existing)</td>
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<td>$7.00</td>
<td>$9,520</td>
<td></td>
</tr>
<tr>
<td>4. Plumbing (new space)</td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>5. HVAC (new space)</td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>6. Electrical</td>
<td>1360 SF</td>
<td>$7.00</td>
<td>$9,520</td>
<td></td>
</tr>
<tr>
<td>7. Fire Supression and Alarm Systems</td>
<td>1360 SF</td>
<td>$7.00</td>
<td>$9,520</td>
<td></td>
</tr>
<tr>
<td>8. Telephone, Data, Video</td>
<td>1360 SF</td>
<td>$22.00</td>
<td>$29,920</td>
<td></td>
</tr>
<tr>
<td>9. Associated Construction Costs</td>
<td>1360 SF</td>
<td>$22.00</td>
<td>$29,920</td>
<td></td>
</tr>
<tr>
<td>10. Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storefront conference room, hardware</td>
<td>1360 SF</td>
<td>$22.00</td>
<td>$29,920</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Equipment</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fixed</td>
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<td></td>
<td>$0</td>
</tr>
<tr>
<td>2. Moveable</td>
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<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

ESTIMATED CONSTRUCTION COSTS

<table>
<thead>
<tr>
<th>Items below may be calculated by percentage or lump sum. If using lump sum, make entry in $ field.</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN FEE (% of Estimated Construction Costs)</td>
<td>10</td>
<td>%</td>
<td></td>
<td>$12,456</td>
</tr>
<tr>
<td>PRECONSTRUCTION COSTS (% of Estimated Construction Costs [1% for CM@Risk])</td>
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<td>%</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>COMMISSIONING (0.5% simple; 1.0% moderate; 1.5% complex)</td>
<td></td>
<td>%</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>SPECIAL INSPECTIONS/MATERIALS (1.25% estimated)</td>
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<td>%</td>
<td></td>
<td>$1,265</td>
</tr>
<tr>
<td>SUSTAINABILITY (3% LEED Gold, 2% LEED Silver)</td>
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<td>%</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>ADVANCE PLANNING (% of Estimated Construction Costs)</td>
<td></td>
<td>%</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>CONTINGENCIES (% of Estimated Construction Costs [3% New or 5% R&amp;R])</td>
<td></td>
<td>%</td>
<td></td>
<td>$6,324</td>
</tr>
<tr>
<td>ESTIMATED COSTS (% of Estimated Construction Costs + Contingencies + Design Fee)</td>
<td></td>
<td>%</td>
<td></td>
<td>$146,525</td>
</tr>
<tr>
<td>Escalation = percent per month multiplied by number of months (From Estimate Date as entered above on this form to midpoint of construction) =</td>
<td>6 months</td>
<td>5.0% annually</td>
<td>beginning on</td>
<td></td>
</tr>
<tr>
<td>ESCALATION COST INCREASE (Total of Estimated Costs x Escalation %)</td>
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<td>%</td>
<td></td>
<td>$3,663</td>
</tr>
<tr>
<td>TOTAL ESTIMATED PROJECT COSTS (Estimated Costs + Escalation Cost Increase)</td>
<td></td>
<td>%</td>
<td></td>
<td>$150,188</td>
</tr>
</tbody>
</table>

APPROVED BY: ______________________________________  TITLE: ____________________________  DATE: ________________________

(Governing Board or Agency Head)
### DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

<table>
<thead>
<tr>
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<th>Definition/Explanation</th>
</tr>
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<td></td>
</tr>
<tr>
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<td>Attach basis and justification for estimate. Include description, quantities, units, special</td>
</tr>
<tr>
<td>B. 1. Demolition</td>
<td>Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.</td>
</tr>
<tr>
<td>B. 2. Site Work</td>
<td>Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.</td>
</tr>
<tr>
<td>C. 1. Utility Services</td>
<td>Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.</td>
</tr>
<tr>
<td>C. 9. Associated Construction Costs</td>
<td>Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.</td>
</tr>
<tr>
<td>C. 10. Other</td>
<td>Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys.</td>
</tr>
<tr>
<td>PRECONSTRUCTION COSTS</td>
<td>List and describe other significant sources of cost not included elsewhere. Additional lines may be added if needed.</td>
</tr>
<tr>
<td></td>
<td>Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction</td>
</tr>
</tbody>
</table>
Date: June 16, 2024
To: Dr. Heather Norris, Interim Chancellor
From: Nick Katers, Associate Vice Chancellor for Facilities Management
Re: Action Item – Request for Authority, Appalachian House Renovation $500K

This is a carry forward supported project to conduct a whole building renovation of Appalachian House also known as the Chancellor’s Residence. The Appalachian House is an 11,761 square foot mixed use state building that was built in 2002 and has a current value assessed at $5.3M. The building has been continuously occupied since construction and has never had a significant renovation. The project cost of this extensive renovation is approximately 10% of the overall value. The estimated cost of the project is $500,000 and falls within the approval threshold of the Appalachian State University Board of Trustees.

The scope of work includes a complete reroofing with new asphalt shingles and GAF roofing system. Complete kitchen renovation will include replacement of cabinets, appliances, and flooring. Updates will be made to the remaining bathrooms that have not been previously renovated. The internal residence and master suite will get a complete refresh along with paint and carpet. We will refinish wood flooring throughout the house and repaint along with replacing worn furniture. Additionally, the mechanical, electrical, and plumbing along with the security system need extensive updates.

With a new Chancellor search pending, this project is time sensitive and should not be delayed for consideration until the September Board meeting. We would like to begin the work during the later portion of the summer with a goal of having it completed before the end of the year.
STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION  
STATE CONSTRUCTION OFFICE  
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT  
BIENNIAL 2023-2025  

DEPARTMENT and DIVISION: Appalachian State University  
PROJECT IDENTIFICATION: Chancellor's Residence Renovation  
PROJECT CITY or LOCATION: Boone  
PROJECT DESCRIPTION & JUSTIFICATION: Repair & renovate the Chancellor's residence to bring it up to date in preparation for a new occupant.  

(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

CURRENT ESTIMATED CONSTRUCTION COST

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0</td>
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</tbody>
</table>

A. Land Requirement  
B. Site Preparation  
  1. Demolition  
  2. Site Work  
C. Construction  
  1. Utility Services (describe)  
  2. Building Construction (new space)  
  3. Building Construction (roof replacement)  
  4. Plumbing & Construction (bathroom upgrades - fixture replacement)  
  5. HVAC (upgrade & repair existing equipment)  
  6. Electrical  
  7. Fire Suppression and Alarm Systems  
  8. Telephone, Data, Video  
  9. Associated Construction Costs (work orders)  
  10. Other (hardwood floor - refinish & repair)  
  11. Other (kitchen renovation)  
  12. Other (residence renovation - painting, floor repair & replacement)  
  13. Other (deep clean - remove evidence of pets; clean following any  

D. Equipment  
  1. Fixed (describe)  
  2. Moveable (describe)  

Total Cost (describe)  

$ 476,000

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in $ field and explain.

DESIGN FEE  
PRECONSTRUCTION COSTS  
COMMISSIONING  
SPECIAL INSPECTIONS/MATERIALS  
SUSTAINABILITY  
ADVANCE PLANNING  
CONTINGENCIES  
ESTIMATED COSTS  
Escalation = percent per month multiplied by number of months  
(From Estimate Date as entered above on this form to mid-point of construction)  

5.0% annually beginning on month 1  

TOTAL ESTIMATED PROJECT COSTS  

APPROVED BY:  
TITLE: AVC Facilities  
DATE: 6/17/24
Appalachian State University
Parking and Transportation
Regulations

Effective August 16, 2024

University Parking and Transportation Department
400 University Drive
Boone, North Carolina 28608
(828) 262-2878
FOREWORD

Welcome to Appalachian State University! The Parking and Transportation Department is responsible for providing parking services for all faculty, staff, students, and visitors to the campus. Management of the University's parking space inventory is accomplished through vehicle registration, as well as enforcement of the regulations set forth in this manual. These regulations are designed to enhance the safety and welfare of the entire University community, the University's visitors, and contractors.

Through the following resolution on page 2, the Board of Trustees of Appalachian State University has adopted the regulations contained herein as official policy of the University.

Questions regarding these regulations should be directed to: University Parking and Transportation Department at (828) 262-2878.
RESOLUTION OF THE APPALACHIAN STATE UNIVERSITY BOARD OF TRUSTEES APPROVING
APPALACHIAN STATE UNIVERSITY'S PARKING REGULATIONS

WHEREAS, Appalachian State University's Board of Trustees is authorized by Chapter 116, Article 1, Part 6 of the North Carolina General Statutes, to adopt parking and transportation regulations on campus;

WHEREAS, Appalachian State University's Board of Trustees has determined that the adoption of parking and transportation regulations is necessary to provide guidance on parking and transportation on campus;

NOW THEREFORE, BE IT RESOLVED by the Appalachian State University Board of Trustees as follows:

1. The Board of Trustees hereby repeals all prior actions authorizing regulations governing parking, transportation and the registration of motor vehicles for Appalachian State University;

2. The Board of Trustees for Appalachian State University adopts and records in its proceedings the following regulations governing parking, transportation, and the registration of motor vehicles on the campus of Appalachian State University at Boone in lieu thereof to supplement North Carolina General Statutes, Chapter 20, N.C. Motor Vehicles Laws.

3. The Vice Chancellor of Finance and Operations shall be responsible for all physical arrangements, including implementation and installation of additional traffic control signs and signals on University property as deemed necessary.

4. All previous actions taken by the Board of Trustees or other duly authorized Appalachian representatives in connection with the approval of the Regulations that are not in conflict with this resolution are hereby ratified and approved.

5. This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED this 15th day of March, 2024.

THE BOARD OF TRUSTEES OF
APPALACHIAN STATE UNIVERSITY

_________________________________ (signature)
Mark Ricks, Chair
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**Article I—General Regulations**

Section 1

The definitions of all terms used in these regulations shall be those provided in Chapters 20-38 and other applicable sections of the General Statutes of North Carolina insofar as they are provided. The meaning of other terms shall be as follows:

A. **ACADEMIC YEAR**: From the beginning of one fall semester to the beginning of the next fall semester.

B. **CAMPUS**: All properties belonging to Appalachian State University, including New River Light and Power, the Child Development Center, the holdings of the permanent Endowment Fund and all properties leased or controlled by the University in addition to the public streets listed under N.C.G.S. § 116-44.5(2).

C. **CHANCELLOR**: Chief Administrative Officer of Appalachian State University.

D. **CHRONIC OFFENDER**: An individual who exhibits an observable pattern of recurring parking violations without demonstrating a recognizable intent to self-correct the behavior.

E. **CONCURRENT PARKING**: When multiple vehicles registered to one account are found parked on campus at the same time.

F. **CROSSWALK**: That portion of a roadway ordinarily included within the prolongation or connection of the lateral lines of sidewalks at intersections, or any portion of a roadway distinctly indicated for pedestrian crossing by line or other markings on the surface.

G. **DIRECTOR OF PARKING AND TRANSPORTATION**: The person designated by the Vice Chancellor of Finance and Operations to be responsible for enforcing these regulations.

H. **DORMANT STORAGE**: The parking of a non-operative motor vehicle for a period longer than seven days. State-owned vehicles and privately owned motor vehicles displaying a current parking permit and parked in an area authorized by the displayed permit shall not be classified as dormant unless there is evidence that the vehicle is inoperative. Vehicles not bearing an authorized state license plate will be considered as inoperative. Inoperative vehicles may be removed from the campus after seven days at the owner’s expense.
I. **E-CITATION**: An electronic parking citation or bill delivered via electronic methods, such as email.

J. **FIRE LANE**: Any area specifically marked, signed or designated where parking is strictly prohibited, and/or any area in which direct and immediate access to a fire hydrant or firefighting apparatus would be blocked by a parked vehicle.

K. **FACULTY MEMBER**: Employees with faculty or equivalent professional status. (Graduate Assistants are not included.)

L. **IMMOBILIZATION (booting)**: The placing of a mechanical wheel lock (boot) on a vehicle to prevent movement of the vehicle.

M. **INTERSECTION**: The area embraced within the prolongation of the lateral curb lines, or, if none, then the lateral boundary lines of two or more highways, streets or roadways, which join one another at any angle whether or not one such highway, street or roadway crosses the other.

N. **LEGAL PARKING SPACE**: An area that has been clearly designated by pavement markings as a parking space.

O. **LPR**: A parking management technology known as License Plate Recognition.

P. **NO PARKING AREA**: Any area not clearly designated by pavement markings as a parking space shall be considered a no parking area.

Q. **PARK**: The standing of a vehicle whether occupied or not.

R. **PARKING AREA**: Any place or area set aside, marked, or intended for the parking of vehicles, either permanently or temporarily.

S. **PARKING PERMIT**: A physical or virtual parking credential that grants access to parking in designated areas during designated times. All permits require registration of a vehicle with Parking Services.

T. **PAY-BY-PLATE**: Technology that allows visitor/hourly parking fees to be paid via mobile phone app.

U. **PAY LOT INVOICE**: A payment request issued for daily parking fees incurred in a visitor parking area when there is no evidence that parking fees were paid at the time of use.

V. **PAY LOT**: Any parking lot or area where payment for parking is required based on the length of time the vehicle is parked. Pay lots may be operated by automated pay machines, meters, pay by phone, or by attendants who collect the parking fees.
W. RETIRED UNIVERSITY EMPLOYEE: Individuals who no longer receive a salary from the University and are declared retired by the North Carolina Retirement Systems Division of the Department of State Treasurer.

X. SIDEWALK: Any area designated for, or marked by proper authorities for the exclusive use of pedestrians.

Y. STAFF MEMBER: Any non-faculty employee paid by the state and employed at the University on a full or part-time basis.

Z. STOP: When required, means complete cessation of movement of a vehicle.

AA. TREET: Any way or place designated or marked by proper authorities for vehicular travel.

BB. STUDENT: Any person registered with the University as a full-time, part-time, graduate or other special student. This does not include employees of the University who are in a full-time permanent position and subject to SHRA or EHRA guidelines.

CC. OWING: The removal of a vehicle from the campus by a contracted towing firm at the vehicle operator’s expense.

DD. UNIVERSITY: Unless otherwise provided, the word “University” throughout these regulations shall be interpreted to mean properties managed by Appalachian State University.

EE. VEHICLE: Any device in, upon, or by which any person or property is or may be transported or drawn upon the campus, excepting devices moved by human power; the term motorcycle, motor bike, or motor scooter in these regulations applies to any two-wheeled or three-wheeled motor propelled vehicle.

FF. VISITOR: Any person on the campus who is not classified as faculty, staff or student.

Section 2 These regulations are in effect twenty-four hours a day, except as herein provided. Any revisions will be announced in official University publications.

Section 3 AUTHORITY
The Chancellor shall delegate to the Vice Chancellor of Finance and Operations the responsibility for administering the provisions of these regulations. The Vice Chancellor of Finance and Operations shall designate the Director of Parking and Transportation to be responsible for enforcing the provisions of these regulations.

Section 4

LIABILITY

Appalachian State University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on all University owned, leased, or controlled property.

Section 5

PEDESTRIAN REGULATIONS

Pedestrians have the right of way in crosswalks and on sidewalks at all times. Pedestrians should only cross streets at designated crosswalks.

Section 6

PROPERTY DAMAGE

No person shall deface, injure, or remove any signs or other equipment used for the purpose of parking and transportation control. Violators can face criminal charges as well as being referred to the Office of Student Conduct.

Section 7

WEATHER EMERGENCY

In order to provide for public safety, the University Parking and Transportation Department shall have the authority during times of severe weather conditions to relocate a legally or illegally parked vehicle from one street or parking area to another in order to assist authorities with storm mitigation efforts.

Section 8

VEHICLE COVERS

No person shall utilize any type of vehicle cover which prevents full visibility of a properly displayed parking permit. It is the vehicle operator’s responsibility to make any necessary alterations to the device to allow for the parking permit to be viewed from outside the vehicle.

Section 9

USE OF PARKING FACILITIES

Campus parking areas are designated for vehicular parking only and vehicles must be in compliance with the University’s Facility Use Policy as it pertains to advertising. All other uses are prohibited, unless authorized by the Vice Chancellor of Finance and Operations.

Section 10

VIOLATION OF REGULATIONS

In addition to the criminal penalties set by North Carolina General Statutes, any person violating these regulations is subject to a civil penalty as set forth in this
document. When a vehicle is found to be in violation of these regulations, it will be considered prima facie evidence that the vehicle was parked: (1) by the person holding a University parking permit for that vehicle; (2) by the person registered with the University for a parking permit displayed on that vehicle or (3) by the person on file as the vehicle's owner with the North Carolina Division of Motor Vehicles or corresponding agencies of another state or nation.

Article II—Vehicle Registration

Individuals who park a motor vehicle between the hours of 7:00am and 5:00-7:00pm, Monday through Friday on University controlled property, for any period, however short, must either be registered for parking privileges with the University Parking and Transportation Department, or utilize parking in areas designated as visitor parking. Parking permits are not required from 5:00-7:00pm until 7:00am, Monday through Friday and at all times on Saturday and Sunday, unless otherwise posted.

Several types of parking privileges are available, depending upon the category of the registrant. The University Parking and Transportation Department will provide the appropriate parking privileges at the time of registration. *Note: Parking privileges grant permission to park, but do not guarantee the availability of a parking space in a specific location.

Section 1 PERMIT TYPES

A. **Valid License Plate:** Once an individual registers for campus parking privileges their state-issued vehicle license plate serves as their parking permit.

B. **Hang Tag:** In certain special situations, physical hang tags may be issued as parking permits. They must be displayed with the number facing outward from the rearview mirror or on the dashboard directly above the steering wheel. All numbers on the permit must be completely visible from outside the vehicle.

C. **Guest Parking Permits:** Valid for one day of guest parking on campus. Must be displayed with the numbers facing outward from either the rearview mirror or on the dashboard directly above the steering wheel. All numbers on the permit must be completely visible from outside the vehicle. Correct date must be scratched off for the permit to be considered valid. Employees and Students are not eligible to use these permits.

**NOTE:** In all cases, campus parking privileges are granted solely by the Appalachian State University Parking and Transportation Department. As such, these privileges may not be resold or transferred to any person other than the original registrant without authorization.

Section 2 ELIGIBILITY FOR PARKING PRIVILEGES
A. **Faculty/Staff Parking Privileges:** Persons eligible for this permit shall be faculty members and all permanent or temporary non-student employees. Categories are as follows.

- **Parking Deck Privileges:** Allows parking in the assigned deck, as well as all surface lots on campus.
- **Surface Lot Privileges:** Allows parking in all surface lots on the campus.
- **Evening Parking Privileges:** Allows parking in all surface lots and parking decks after 3:00pm.
- **Park and Ride Privileges:** Allows parking in the App 105 Lot or the South Lot and utilizing AppalCART shuttles to and from campus.

**NOTE:** Employees who purchase parking privileges may register up to five vehicles. However, if multiple vehicles associated with the same account are found to be on campus at the same time, citations for Concurrent Parking may be written to all the involved vehicles.

B. **Student Parking Privileges:** All students registered for classes are eligible to apply. Assignments will be based on student classification and availability of space. Allows parking at all times in the assigned area(s), except during special campus events such as football games.

- **Parking Deck Privileges:** Allows parking in the assigned deck at all times, except during home football games.
- **Surface Lot Privileges:** Allows parking in the assigned lot at all times, except during home football games.
- **Evening Parking Privileges:** Allows parking in all surface lots and parking decks after 3:00pm.

C. **Hickory Campus Parking Privileges:** Allows faculty, staff and students to park in all surface lots on this campus only.

**NOTE:** All parking privileges for the Boone campus are also valid for the Hickory campus, but parking privileges for the Hickory campus are not valid on the Boone campus.

D. **Reserved Space Privileges:** Allocated only to persons or departments with extenuating circumstances. Requests require the approval of the Vice Chancellor of Finance and Operations.
E. **Appalachian Heights/Mountain Laurel Hall/Mountaineer Hall:** Persons eligible must be a resident of the complex.

F. **Disability Parking Privileges:** See Article IV.

G. **Motorcycle Privileges:** Allows parking in designated motorcycle zones. See Article VIII.

H. **Vendor Privileges:** Persons eligible for this permit are not employed by the University, but are performing work on the campus. Any vendor requiring a parking space on campus must register for and purchase the appropriate parking privileges.

I. **Retiree Privileges:** All Appalachian State University retirees are eligible to apply for complimentary campus parking. Verification of retirement status is required. However, employees who return to work are subject to the appropriate parking fees.

J. **Special Privileges:** Certain unique situations, as solely determined by Parking and Transportation, may merit special parking consideration. In such cases, an application shall be submitted by the individual at the Parking and Transportation Department.

K. **Visitor Privileges:** Pay by the hour parking is available for visitors in specifically designated areas on campus. Campus departments are eligible to purchase visitor parking permits for their guests at a reduced rate.

Section 3 Students registering for parking privileges for the Boone campus must do so online via their AppalNET account. Students registering for parking privileges for the Hickory campus should do so at the Campus Services Express Desk on the first floor of the Hickory building. Check [www.parking.appstate.edu](http://www.parking.appstate.edu) for more information.

Section 4 Faculty and staff new to the University should apply for parking privileges at the Parking and Transportation Department, located in University Hall, or the Customer Service Express Counter in the Student Union. Faculty and staff registering for parking privileges for the Hickory campus should do so at the Campus Services Express Desk on the first floor of the Hickory building. Check [www.parking.appstate.edu](http://www.parking.appstate.edu) for more information.

Section 5 Physical parking permits must be displayed in accordance with their accompanying directions. Parking permits allow parking only in the assigned area(s) designated on them and only in legally marked parking spaces.
Section 6 In the case of physical parking permits, defaced, lost, stolen or removed permits it becomes the responsibility of the registrant to replace immediately. Replacement permits may be obtained from the Parking and Transportation Department.

Section 7 Failure to display a valid state-issued license plate on the rear of a vehicle, or displaying a counterfeit or altered campus parking permit will result in a civil penalty of $250.00. If the parking permit is documented as stolen, the situation may be referred to the University Police Department.

Section 8 Registration of a vehicle at the University requires accurate information. Giving of false information constitutes false registration and will result in a civil penalty of $250.00, as well as loss of campus parking privileges.

Section 9 Parking permits shall be valid from the date of issuance until August 15 of the academic year issued, unless otherwise noted on the permit.

Section 10 Temporary parking is allowed in timed spaces for the amount of time designated by posted signs without having campus parking privileges. However, parking in excess of the posted time limit shall be considered a violation, with the appropriate civil penalty applying.

Section 11 If two or more members of a family are employed or enrolled as students and use multiple parking spaces simultaneously, each automobile must be registered separately for parking privileges.

Section 12 The State of North Carolina requires that all students requesting parking privileges on the campus must certify that their vehicle(s) are insured at or higher than the levels mandated in North Carolina General Statute 20-279.1(11). Prior to a parking permit being issued, the applicant must provide the insurance company name, policy number and certify that the coverage meets the minimum standards indicated below:

The levels set by G.S. 20-279.1 (11) state it is the proof of ability to respond in damages for liability in the amount of:

A. $30,000 because of bodily injury to or death of one person in any one accident and subject to said limit for one person.

B. $60,000 because of bodily injury to or death of two or more persons in any one accident.

C. $25,000 because of injury to or destruction of property of others in any one accident.

NOTE: This requirement applies to motor vehicles registered in other states, as well as those registered in the State of North Carolina.
Section 13 PAY LOT PARKING

A. Anyone may park in lots on campus that have been specifically designated by posted signage as visitor parking, subject to space available, and pay the posted fee.
B. Fees: No charge for the 30 minutes or less, $5.00 for each additional hour or part, with a daily maximum of $20.00 per vehicle exit.

Article III—Vehicle Registration Fees

Section 1

A. Faculty/Staff Parking Privileges:
   • Reserved Space: $1296.00 ($108.00/month)
   • Parking Decks: $552.00 ($46/month)
   • Surface Lots: $372.00 ($31.00/month)
   • Park and Ride: $120.00 ($10.00/month)
   • Evening: $120.00 ($10.00/month)
   • Hickory Campus only: $120.00 ($10.00/month)

B. Student Parking Privileges:
   • Parking Decks: $780.00
   • Surface Lots: $396.00
   • Evening: $120.00
   • Hickory Campus only: $120.00

C. Contractor/Vendor Privileges:
   • Surface lot: $396.00
   • Parking Decks: $780.00
   • Hickory Campus only: $120.00
D. **Short Term/Temporary Privileges**: In certain situations, involving very extenuating circumstances, parking privileges may be sold on a monthly basis rather than an annual basis.

E. **Motorcycle Privileges**: $120.00

F. **State/University Owned Vehicle Privileges**: $120.00

**Section 2**

**PAYMENT**

A. **Faculty/Staff**: Parking fees will be deducted from payroll on a monthly basis.

B. **Students**: Parking fees will be charged to students’ University accounts.

**Section 3**

**REFUNDS**

A. Prorated refunds will be issued for any parking registration canceled in writing before March 31, 2025.

B. No refund requests will be accepted after March 31, 2025

**Section 4**

Parking privileges purchased after the beginning of the fall semester will be sold on a prorated basis depending upon the amount of time the permit will be valid.

**Section 5**

Lost or stolen physical permits should be reported immediately to the Parking and Transportation Department.

**Section 6**

All parking privileges are valid from the purchase date until August 15, 2025 unless otherwise indicated.

---

**Article IV—Disability Parking**

**Section 1**

All faculty, staff and students, including those with disabilities, must obtain an Appalachian State University parking permit appropriate to their University category. Parking for persons with disabilities is governed by North Carolina General Statutes, 20-37.5, 20-37.6, and 20-37.6A.

A. N.C.G.S. 20-37.6(a) provides that: “Any vehicle that is driven by or is transporting a person who is handicapped and that displays a distinguishing license plate, a removable windshield placard, or a temporary removable windshield placard may be parked for unlimited periods in parking zones restricted as to the length of time parking is permitted. This provision has no
application to those zones or during times in which the stopping, parking, or standing of all vehicles is prohibited or which are reserved for special types of vehicles. Any qualifying vehicle may park in spaces designated as restricted to vehicles driven by or transporting the handicapped."

- Pursuant to N.C.G.S. 20-37.6A, any vehicle displaying “an out-of-State handicapped license plate, placard, or other evidence of handicap issued by the appropriate authority of the appropriate jurisdiction may park in any space reserved for the handicapped pursuant to G.S. 20-37.6.”

- Because wheelchair-accessible parking spaces are limited, individuals with properly displayed distinguishing license plates or placards who do not require a wheelchair-accessible space are encouraged to use other available spaces, if possible, as a courtesy to those who do use wheelchairs.

B. Individuals with disabilities who wish to avail themselves of parking permitted under N.C.G.S. 20-37.6(a) must obtain from the North Carolina Division of Motor Vehicles (“DMV”) and properly display a “distinguishing license plate” or “a removable windshield placard or a temporary removable windshield placard” pursuant to N.C.G.S. 20-37.6(b) and (c). Applications for these license plates and windshield placards may be obtained from the University Parking and Transportation Department or the nearest office of the DMV. Pursuant to N.C.G.S. 20-37.6(c1), the initial application to the DMV must be “accompanied by a certification of a licensed physician, a licensed ophthalmologist, a licensed optometrist, a licensed physician assistant, a licensed nurse practitioner, or the Division of Services for the Blind that the applicant or person in the applicant’s custody or care is handicapped or by a disability determination by the United States Department of Veterans Affairs that the applicant or person in the applicant’s custody or care is handicapped. For an initial application for a temporary removable windshield placard only, the certification that the applicant is handicapped may be made by a licensed certified nurse midwife.”

C. N.C.G.S. 20-37.6(e) makes it unlawful:

- To park or leave standing any vehicle in a space designated with a sign [designating parking] for handicapped persons when the vehicle does not display the distinguishing license plate, removable windshield placard, or temporary removable windshield placard as provided in this section, or a disabled or partially disabled veteran registration plate.

- For any person not qualifying for the rights and privileges extended to handicapped persons under this section to exercise or attempt to
exercise such rights or privileges by the unauthorized use of a distinguishing license plate, removable windshield placard, or temporary removable windshield placard issued pursuant to the provisions of this section;

- To park or leave standing any vehicle so as to obstruct a curb ramp or curb cut for handicapped persons as provided for by the North Carolina Building Code or as designated in G.S. 136-44.14.

D. Violations of these provisions are punishable with civil penalties of “at least one hundred dollars ($100.00) but not more than two hundred fifty dollars ($250.00),” and a law enforcement officer “may cause a vehicle parked in violation of this section to be towed.” N.C.G.S. 20-37.6(f)(1) and (3).

Section 2  DISPLAY

A Disability Placard issued by the DMV or other appropriate out-of-state authority should be displayed by hanging from the rearview mirror.

**Article V—Regulations Governing Parking**

Section 1  GENERAL

The control of parking on the campus is necessary to provide for public safety and to permit the proper conduct of University business. These regulations specify where parking is authorized, and all other areas shall be deemed to be unauthorized, and therefore illegal. Inability to locate a legal parking space near where one works, resides or attends class is not a valid excuse for violating parking regulations.

Section 2  REGULATIONS

A. METHOD OF PARKING: All vehicles must be parked with the rear of the vehicle facing the drive lane with a valid state issued license plate displayed on the rear bumper. Vehicles are prohibited from being pulled through spaces or backed in, unless displaying a valid state issued front license plate on the vehicle bumper with letters/numbers exactly matching the back license plate. Approved front plates may be ordered through the Parking and Transportation Department for $15.00.

*Note: Vanity plates for the front of the vehicle must be displayed from the bumper only and must be state issued.

B. No person shall park a vehicle at any time on campus in an area not specifically designated by pavement markings as a parking space.
C. With the exception of visitor parking in specifically designated areas, visitor parking with a guest pass, or short-term parking in posted time zone spaces, all vehicles parked on the campus are required to be registered for parking privileges from 7:00am until 5:00pm Monday through Friday, unless otherwise posted.

D. Vehicles must be parked in appropriate areas based on their assigned parking privileges.

E. No person shall stop, stand or park a vehicle upon a street or roadway in such a manner as to block the movement of vehicular traffic, except that a driver may stop temporarily to load or unload passengers, or when directed to stop by traffic signs or signals, or at the instruction of a police officer or parking control officer.

F. Each person operating and parking a vehicle on the campus shall be responsible for doing so in accordance with the established parking and transportation regulations.

G. Where “No Parking” signs are placed, erected, or installed in conspicuous places, giving notice thereof, or the curbing or streets have been painted (yellow markings) in such a manner as to give notice thereof in lieu of signs, no person shall park a vehicle.

H. Parking is strictly prohibited in the bicycle lanes along Rivers Street at all times.

I. When signs are placed, erected or installed in a time zone giving notice thereof, or the curbing or street has been painted in such a manner as to give notice thereof of the time zone in lieu of signs, no person shall park a vehicle for a period of time longer than that indicated by the sign or painting.

J. Spaces posted as reserved for a particular person, department or vehicle are reserved 24 hours per day, seven (7) days per week.

K. No person shall park in an area of the campus specifically reserved for special events and so designated by the erection of appropriate signs, or supervised by the transportation enforcement personnel.

L. All visitors, contractors, and vendors must register for parking privileges when on campus, unless utilizing areas specifically designated as visitor parking.
M. Whenever a particular angle or manner of parking is indicated in a parking area by signs, fences, barriers or markings, no person shall park a vehicle except in the manner so indicated, and no vehicle shall be parked in such a manner as to occupy more than the space indicated with lines, signs, or markings for a vehicle.

N. No person, firm or corporation shall park a vehicle upon any street, roadway, alley, parking lot or driveway for the principal purpose of:
   • Washing, greasing or repairing such vehicles, except such repairs necessitated by an emergency.
   • Storage which is not incidental to the bona fide use and operation of such a vehicle.
   • Maintaining an abode or sleeping quarters, whether temporary or otherwise.

O. The administration shall have the authority to cause closing of any street, roadway, parking lot, alley or driveway or any portion thereof on the campus when it shall appear necessary or appropriate to facilitate construction or maintenance work, for the protection of pedestrians or for special events. When such closing has been caused and when proper signs, barriers or obstructions have been erected to give notice thereof, no person shall willfully drive into or upon such street, roadway, alley and driveway, or portion thereof, or break down, remove, injure or destroy any such sign, barrier or obstruction.

Section 3  TOWING

Parking Control Officers and University Police Officers shall have the authority to remove to a place of storage at the owner’s expense any vehicle parked in such a manner as listed below:

A. Any vehicle illegally stopped or parked in such a manner as to be blocking the normal movement of a properly parked car.

B. Any vehicle obstructing the flow of traffic or that is a safety hazard endangering life and property.

C. Any vehicle parked in an area reserved for a special event as designated by signs or traffic enforcement personnel.

D. Any vehicle that meets the criteria for dormant storage.

E. Any vehicle whose operation and parking privileges have been suspended.

F. Any vehicle parked on sidewalks or walkways.
G. Any vehicle parked within an intersection or crosswalk or in front of a public driveway.

H. Any vehicle parked on the grass or landscaped areas.

I. Any vehicle parked in the approaches or other portions of a parking area, which are not clearly marked for parking.

J. Any vehicle blocking fire hydrants, trash receptacles, fire lanes or service areas.

K. Any unauthorized vehicle parked in a posted disability space.

L. Any vehicle that has had an immobilization device placed on it and remains unclaimed as of 11:00pm on the date of the immobilization.

M. Any vehicle parked in the bicycle lanes on Rivers Street from the intersection of Depot Street and Rivers Street, running along Rivers Street to the intersection of Rivers Street and US 321.

N. Any vehicle parked in reserved spaces, areas, or lots without authorization.

O. Any vehicle parked in violation of the posted restrictions for that area.

P. Any vehicle parked in bus stop zones.

Section 4

TOWING FEE

All towing is done by private companies at the request of the Parking and Transportation Department subject to all provisions of Article 7A, Chapter 20. All fees associated with the towing and storage of a vehicle are the responsibility of the vehicle operator or owner. In the event that the operator of the vehicle to be towed arrives at the tow scene prior or subsequent to the tow truck, but prior to actual towing, such operator may be required to pay a service fee to the tow truck driver.

The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request shall be filed with the magistrate in the county where the vehicle was towed. The magistrate shall set the hearing within 72 hours of his/her receiving the request. The owner, the person who requested the hearing, or someone other than the owner, the tower, and the person who authorized the towing shall be notified of the time and place of the hearing. The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower’s lien continues. If the magistrate finds that probable cause did not exist, the tower’s lien is extinguished. At any stage in the proceedings, including before the probable cause hearing, the owner may obtain possession of this vehicle by:
A. Paying the towing fee, or

B. Posting a bond for double the amount of the towing fee.

Section 5 IMMOBILIZATION

When feasible, the University Parking and Transportation Department may immobilize vehicles in lieu of towing. The vehicle operator will be required to contact the University Parking and Transportation Department to obtain the release of the vehicle. Failure to do so prior to 11:00 pm on the date of immobilization may result in the vehicle being towed off campus at the owner's expense.

NOTE: The penalty for any unauthorized tampering with or removal of the device shall be equal to the cost of repair or replacement of the device. The penalty for unauthorized tampering or removal of the device is $500.00 (estimated replacement cost).

Section 6 RESPONSIBILITY

All persons registered for parking on the campus are responsible for all violations issued to the vehicles they have registered. Citations issued to unregistered vehicles will be billed to the faculty member, staff member, or student identified as being associated with the vehicle owner. Citations issued to unregistered vehicles operated by persons not associated in any way with the University shall be the responsibility of the vehicle owner.

Article VI—Regulations Governing The Operation of Motor Vehicles

Section 1 All provisions of North Carolina Motor Vehicles Law (N.C. General Statutes, Chapter 20) shall apply to the campus.

Section 2 For the purpose of determining the speed limit on the University campus, it shall be deemed to be a business district, and the speed limit shall be 20 miles per hour unless otherwise posted.

Section 3 No vehicle shall be driven or ridden except upon the streets, roadways, alleys and driveways of the campus and shall not be driven or ridden upon or within any sidewalk area, or walking area, or within any area which is marked by posts, signs, or other markings, as being prohibited to vehicles. This section shall not be deemed to prohibit service vehicles or any utility company vehicles from being driven in any area necessary for them to enter to perform the necessary construction and maintenance work.
Section 4

All accidents involving motor vehicles which occur on University property should be immediately reported to the University Police.

Article VII—Parking for Special University Events

Section 1

HOME FOOTBALL GAMES

Most campus parking areas have specific restrictions on football home game days. The campus community will be notified of these restrictions via electronically mailed information, press releases, and signage posted at the parking lot entrances. The Director of Parking and Transportation is authorized to remove and/or cite for violation of this regulation any vehicle parked in restricted areas.

Section 2

OTHER EVENTS

The Director of Parking and Transportation shall have the authority to restrict access to University streets and parking areas to accommodate the needs of various special events, including but not limited to athletic functions, academic conferences and cultural events. Notice of these temporary restrictions will be prominently posted. The Director of Parking and Transportation is authorized to remove and/or cite for violation of this regulation any vehicle parked in restricted areas.

Article VIII—Motorcycle Parking

Motorcycles may be parked only in areas designated by signage as being for that purpose. All motorcycles must be registered for parking privileges with the University Parking and Transportation Department. The parking of a motorcycle anywhere on the campus other than these areas shall be considered a parking violation.

Article IX—Parking Violations and Civil Penalties

Section 1

RESPONSIBILITY

Under the authority granted by North Carolina General Statutes, Section 116-44.4 (g), none of the violations listed below, or otherwise described in these regulations shall be infractions. Any person who parks or operates a motor vehicle in violation of these regulations is subject to a written citation from an
authorized officer and shall be held responsible for payment of the civil penalty indicated by the violation.

Section 2 VIOLATIONS AND CIVIL PENALTIES

A. Unauthorized parking in a disability space (Includes blocking designated accessible aisle, path, or curb cut.) $250.00

B. False registration of a vehicle $250.00

C. Displaying counterfeit/altered parking permit $250.00

D. Displaying lost/stolen parking permit $250.00

*These matters may also be referred to the University Police Department and Student Judicial Affairs.

E. Parking in a fire lane or blocking hydrant $100.00

F. Unauthorized parking in a posted reserved space $100.00

G. Unauthorized parking in a loading dock or service area $100.00

H. Unauthorized parking in an area reserved for a special event $60.00

I. Unauthorized parking in electric vehicle charging space $60.00

J. Parking in an improper area for permit $60.00

K. Parking in a “no parking” area $60.00

L. Vehicle not registered for parking $60.00

M. Unauthorized motorcycle parking $60.00

N. Permit expired or not properly displayed $60.00

O. Overtime in a time limited space $60.00

P. Concurrent parking $60.00

Q. Rear of vehicle not facing drive lane $60.00

R. Failure to pay appropriate fee in a pay lot $60.00

S. Failure to exit pay lot by posted time (overnight parking) $60.00

T. Obstructing the flow of traffic $60.00

U. Encroachment of two or more parking spaces $60.00
V. Parking on sidewalk/pedestrian walkway $60.00
W. Parking on grass or landscape $60.00
X. Warning for circumstances (reduced fine) $30.00
Y. Warning for circumstances (no fine) $0.00

Section 3  PAYMENT

A. Students may pay civil penalties at the Student Accounts office in the John E. Thomas Academic Support Building. Civil penalties not paid or not waived following appeal will be charged to the student’s account.

B. Faculty members and staff members will have civil penalties payroll deducted.

Section 4  Citations issued to unregistered vehicles will be billed to the faculty member, staff member, or student identified as being associated with the vehicle owner.

Section 5  Upon receiving ten parking violations, a person may lose the privilege to park on the campus for the remainder of the academic year. Vehicles in violation may be immobilized or towed at the owner’s expense. Persons who lose their parking privileges are not eligible for refunds.

Article X—Appeals of Parking Violations

Section 1  HOW TO APPEAL A PARKING CITATION

Complete an online appeal form via Appalnet Self Service within fourteen days from the date of issuance of the citation. Appeals filed later than the fourteen day limit will not be reviewed.

Section 2  APPEALS PROCESS

The appeal will be read and ruled on by an Appeals Officer designated by the Vice Chancellor of Finance and Operations. Subject to these rules and regulations adopted by the Board of Trustees of Appalachian State University and the Board
of Governors of the University of North Carolina, the Appeals Officer’s ruling shall be considered binding.

Section 3

POINTS TO CONSIDER PRIOR TO FILING AN APPEAL

A. Hazard lights and/or notes left on vehicles do not permit parking in unauthorized areas, no matter how short the time period.

B. The absence of “No Parking” signs/pavement markings does not mean that parking is allowed. Any area not specifically designated by pavement markings as a parking space shall be considered a “no parking area”.

C. Inability to find a legally marked parking space does not constitute an excuse for parking illegally.

D. Unauthorized parking in disability spaces and/or reserved spaces is strictly prohibited for any reason.

E. You are responsible for any parking violations pertaining to your vehicle, regardless of whom you allow to operate the vehicle.

F. Familiarize yourself with the Parking and transportation Regulations. Lack of knowledge is not an excuse for committing parking violations.