


MEMORANDUM

TO: Diane Chapman - Office for Faculty Excellence
Beth Fath - University College
James Bartlett - College of Education
April Fogleman - College of Agriculture and Life Sciences
Walter Robinson - College of Sciences
Jeff Joines - Wilson College of Textiles
Barbara Sherry - College of Veterinary Medicine
Roger Narayan - College of Engineering
Juliana Nfah-Abbenyi - College of Humanities and Social Sciences
Stacy Nelson - College of Natural Resources
Kimberly Ange-van Heugten - College of Agriculture and Life Science

FROM: Warwick A. Arden 
Executive Vice Chancellor and Provost

SUBJECT: Provost's Task Force on Dossier Requirements for Teaching and Mentoring of Undergraduate and Graduate Students

DATE: November 11, 2022

Thank you for your willingness to serve on the Provost's Task Force on Dossier Requirements for Teaching and Mentoring of Undergraduate and Graduate Students. The purpose of this task force is to improve our processes for how teaching and mentoring are documented and subsequently evaluated in the reappointment, promotion and tenure review processes at NC State. Based on feedback I have received from the Standing Committee on Evaluation of Teaching, as well as from other faculty and department heads, I believe it is time for NC State to undertake a comprehensive review of our current practices as well as the practices among our peers and aspirational peers in terms of the documentation and assessment of teaching and mentoring in promotion and tenure decisions. Such a review will help us assess the suitability of current practices while incorporating current thinking and research concerning student course evaluations, peer evaluations, and other evaluative strategies for summative evaluation of teaching and mentoring.

The goal of this Task Force will be to make recommendations to me by the end of Spring Semester 2023 about how to achieve more equity, clarity, and consistency in the Teaching and Mentoring section of the dossier while maintaining sufficient flexibility to serve the needs of the diverse disciplines across the university. Specifically, I am seeking your recommendations for any changes you believe could be made to improve the documentation and assessment of faculty members' achievements in teaching and mentoring in Section II of the RPT dossier, including any revisions you would recommend to the instructions provided for Section II of the dossier in REG 05.20.20: Reappointment, Promotion, and Tenure Dossier Format Requirements.

I expect you will need to meet at least four or five times during the academic year to complete your work. I have asked Dr. Diane Chapman, Executive Director and Associate Vice Provost for Faculty Development, to chair the Task Force, and have asked Dr. Katharine Stewart, Senior Vice Provost for Faculty and Academic Affairs, and Ms. Amy Jinnette, Associate Vice Provost for Academic Affairs to assist in coordinating your efforts. Katharine will join the first meeting to discuss your charge in more detail and answer any questions you may have prior to beginning your work together.

Page 2
November 11, 2022

NC State's faculty evaluation process has received positive national attention for its clarity and openness. However, all of our processes can and should be reviewed and improved on a regular basis, and thus I very much appreciate your service on this important task force. I look forward to receiving your recommendations.

cc: Katharine Stewart, Senior Vice Provost for Faculty and Academic Affairs
Amy Jinnette, Associate Vice Provost for Academic Affairs